DOCUMENT RESUME

ED 362 094 HE 026 702

TITLE	On Your Way: A Guide for Single Parent Students at Washington's Public Colleges and Universities.
INSTITUTION	Washington State Higher Education Coordinating Board, Olympia.
PUB DATE	Jun 93
NOTE	95p.
AVAILABLE FROM	Higher Education Coordinating Board, 917 Lakeridge Way, Olympia, WA 98504-3430.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	*Adult Students; College Admission; *College Attendance; College Choice; College Students; Day Care; Goal Orientation; Graduate Students; Higher Education; Medical Services; Nontraditional Students; *One Parent Family; Preschool Education; Public Colleges; Social Support Groups; Student Development; Student Financial Aid; Welfare Services
IDENTIFIERS	*Single Parents; *Washington

ABSTRACT

This booklet is a guide to higher education study for single parents, particularly those attending public colleges and university in the state of Washington. It covers college application and entry, financial issues, housing, childcare, and special assistance. An opening section, "Getting Started," suggests places to research schools and careers, and how to begin the application process. A section on choosing schools describes types of schools, factors to consider, and options for beginning such as community college or correspondence courses. A section on applications covers the process for undergraduate, graduate and professional schools, transcripts, letters of reference, acceptance, placement tests, and transfers. The next section discusses school administered financial aid, government social service aid, veterans programs, housing and energy assistance, and other resources. The following section describes how to request and find assistance with food, housing and energy assistance; transportation; child care and preschool education; medical services and insurance; and personal and academic assistance. A section on personal skills and issues looks at change and children, time management, parenting, and support groups. Appendixes list resources, tuition and fees at state public colleges and universities, and sample admissions and financial aid deadlines. Also included are a resource list, and helpful telephone numbers. (JB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

On Your Way

A Guide for Single Parent Students

ED 362 094

HE026702

PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Higher Education

Coordinating Board

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

BEST COPY AVAILABLE

HIGHER EDUCATION COORDINATING BOARD
1993

PLEASE READ!

This guide is a resource to use while you think about going to college, as you work through the planning, admissions and financial aid processes, and during your first days as a single parent student. Look over the Table of Contents and the timeline on the following pages to get a feel for what's here. This is intended to serve as a reference tool, a place for you to start as you search out many different types of help in getting a college education.

Please realize that regulations, procedures and deadlines detailed here are as accurate as we could make them in June, 1993. This type of information can go out of date as quickly as it is written. Be sure to ask for current information before making decisions.

Good luck!

BEST COPY AVAILABLE

On Your Way

A Guide for Single Parent Students at Washington's Public Colleges and Universities

Published by the **Higher Education Coordinating Board**
917 Lakeridge Way
Olympia, Washington 98504-3430

Revised June, 1993

TABLE OF CONTENTS

It Can Be Done! 1

Strategy for Success 3

Getting Started 7
- A Word of Encouragement 7
  - Work Sheet: What Is Your Dream? 7
  - Work Sheet: Where Are You Now? 8
  - The First Step 8
  - Making Your Dream Real--And Realistic 9
  - Help with the Career Search 9
    - Information about Careers in Washington State 10
    - Libraries 10
    - Career Service Centers 10
    - Informational Interviews 11
  - What to Look for in a Job 12
  - Work Sheet: Getting from Here to There 12

Choosing Your School 14
- Types of Schools 14
  - Community Colleges 14
  - Technical Colleges (Vocational-Technical Institutes) 14
  - Four-Year Schools 15
  - Graduate and Professional Schools 15
- Selecting Your School 15
  - What Do You Hope to Gain from Being a College Student? 15
    - Work Sheet: What Do You Want from College? 16
  - Specific Factors to Consider 16
    - Location 16
    - Cost 16
      - Work Sheet: How Much Will It Cost to Go to College? 17
    - Accreditation/Licensing 17
    - Courses 18
    - Services and Programs 18
    - Facilities and Equipment 19
    - School Size 20
    - Cultural Diversity 20

Special Needs 20
Work Sheet: Choosing Your School 21

Options for Beginning 21
Evening or Part-Time Study 21
Correspondence Courses and Courses by Television 22
Off-Campus and Branch Campuses 22
Credit by Examination 22
Portfolio Assessment 23
Getting In 24
The First Step 24
The Application Process for Undergraduates 24
The Application Process for Professional and Graduate Schools 26
Transcripts 26
Letters of Reference 27
Acceptance 27
Placement Tests 27
Planning Your Transfer to or from Another School 27

Where Will the Money Come From? 29
School-Administered Financial Aid 29
Am I Eligible for Need-Based Financial Aid? 29
What Are the Different Types of Financial Aid? 30
Grants and Scholarships 30
Work-Study 30
Loans 30
When's the Best Time to Apply for Financial Aid? 31
How Do I Apply for Financial Aid? 31
How Much Financial Aid Will I Receive? 33
How Will I Know about My Financial Aid Package? 34
Are There Other Sources of Aid? 34
Government Social Service Aid 35
Community Services Offices (CSOs) 35
Aid to Families with Dependent Children (AFDC) 36
Job Opportunities and Basic Skills Training (JOBS) 36
Child Support 36
Food Stamps 37
Medical 37
Medicaid and Other Medical Coverage 37
Washington Basic Health Plan 37
Washington Department of Veterans' Affairs 37
Housing, Energy Assistance 38

Other Possible Resources 38
Job Training Partnership Act (JTPA) 38
Washington Division of Vocational Rehabilitation (DVR) 38
Your Rights 38
Where Can I Get the Help I Need? 40
How to Access Resources 40
Where to Start 40
Advocacy, Information and Referral 41
Crisis Lines and Clinics 41
Women's Resource Centers and Student Support Centers 41
HOME 42
Community Services Offices (CSOs) 42
Job Service Centers 42
Washington Department of Veterans' Affairs 42
Displaced Homemaker Programs 43
YWCA 43
Community Programs 43
United Way 43
Food, Housing, Energy Assistance 43
Food Banks 44
Campus Housing Office, Referral Center, Bulletin Boards 44
Subsidized Housing 45
Local Housing Authority 45
Section 8 45
Emergency Shelters 45
Energy Assistance 46
Energy Assistance Program 46
Energy Crisis Intervention Program 46
Weatherization 46
Additional Assistance 46
Transportation 47
Child Care and Preschool Education 47
Types of Child Care 47
Child Care Centers and Family Day Care Homes 47
Child Care on Campus 47
Baby-sitting and Drop-in Care 48
Sick Child Day Care 48
Finding and Choosing Child Care 48
Washington's Child Care Resource and Referral Network 49
Paying for Child Care 49
Government-sponsored Preschool Education 49
Head Start and ECEAP 49

Medical Services and Insurance 50
Healthcare Services 50
On-Campus 50
County Health District 50
Health Insurance and Coverage Plans 50
Student Insurance 50
Information 51
Campus Coordinators for Students with Handicapping Conditions or Disabilities 51
Washington State Department of Health 51
Family Recreation 51
Personal Assistance 52
Study Skills 52
Support, Counseling, Mental Health 53
Support Group Referral 53
On-Campus 53
Community 53
Counseling 53
Counseling on Personal Issues 53
Career Counseling 54
Information and Referral 54
Students of Color 54
On-Campus 55
Off-Campus 55
Special Groups 55
Crime Victims Assistance 55
Your Rights and Responsibilities 56
Responsibilities 56
Rights 56
Your Rights on Campus 57
Discrimination 57
The Washington State Human Rights Commission 57
Washington State DSHS Office of Equal Opportunity 57
Discrimination in Housing 57
Sexual Harassment 58
Who are the Victims of Sexual Harassment on Campuses? 58
What Is Sexual Harassment? 58
Be Prepared for Sexual Harassment 58
Other Resources 60
DSHS Office of Appeals 60
Welfare Rights Organization 60
Fair Budget Action Campaign 60

Legal Services 60
Evergreen Legal Services 60
Northwest Women's Law Center 61
County Legal Services or Bar Associations 61
On-Campus 61
Digging In. Personal Skills and Issues 62
Working Through Change with Your Children 62
The Student Parent: Survival Suggestions 62
Time Management 64
Letting Go... 65
Space and Equipment for Studying 65
The Working Student 66
At Work 66
At School 67
Running the Marathon: Taking Care of Yourself 67
Support Groups and Networking 68
Why Should You Join a Support Group? 68
Find a Support Group 69
Start a Support Group 69

You Can Do It! 71

Appendix

Table A Resources for Prospective Single Parent Students at Washington's Public Colleges and Universities A-1

Table B Tuition and Fees at Washington's Public Colleges and Universities A-5

Table C Sample Admissions and Financial Aid Deadlines at Washington's Public Colleges and Universities A-6

Resource List A-8

Helpful Telephone Numbers A-11

Acknowledgements A-12

"I can barely remember the terrified single mother who timidly walked into the Admissions Office. I'm a lot different now than I was then. The divorce, trying to support my kids on a salary that always fell short--I didn't have a shred of confidence or hope. I just knew I had to make a better life for my kids. Everything has changed in these past five years. I know I'll be able to provide for my family. I'm confident and proud of myself, and my kids are proud of me, too. It's been both exciting and very difficult. Having managed over these years, I think I could probably do anything!"

Single Parent Student

If you'd like to make this your story, then you are one of many single parents in Washington State going back to school. The people who've made it say it is one of the hardest things they've ever done, but also one of the best. The things they learned and did as a single parent student changed their lives.

You may be worried about a variety of things: what to study, what school will cost, child care, transportation, housing...whether you can handle the multiple challenges of being both student and parent. It may help to know that professional educators--the people who will teach and advise you when you go to school--say that single parent students not only have something to get from college, they also have something to give.

"Single parents are probably some of the gutsiest and brightest students around..."

Professor of Biology

"At first single parent students are very nervous about coming back to school...then they get in the class and they realize that they have far more to offer than younger students...they have a historical perspective."

Faculty Member

There are single parents who make it on sheer determination, but parents who've made a success of being a student say that you'll need all the help and support you can get. You can't go to college alone.

"This is not a solo flight. You've done a lot on your own, you've pulled yourself together. You've done a lot of things by just gritting your teeth and putting your shoulder to it. Being a single parent student is not one of those things."

Career Counselor

"Do it. Take advantage of every support program and option there is. You're never out of options. You can barter, trade, beg, and come up with just about anything you really need."

Single Parent Student

There's lots of help out there for single parent students, and this manual will help you find it. If you're in a hurry, consult the Table of Contents for information on specific topics. Otherwise, read the entire manual. It's organized to take you through the processes of thinking about what you want to get from college, choosing a career or field of study, finding the colleges that offer what you need, choosing a specific college, applying for admission and financial aid, and getting yourself and your children through your student years with flying colors. It can be done!

"Going to school as a single parent is one the biggest challenges, and will be one of the most rewarding things you'll ever do."

Single Parent Student

This section summarizes the things you should do to choose and enroll in the school and program best for you. Don't let this list scare you. You need not do everything in the order suggested.

Obviously, you must meet admission and financial aid application deadlines, and you must register for classes, pay your tuition and fees, and attend. But the application and enrollment processes are frequently compressed, especially for older and returning students. And while it's nice to know exactly what degree you are seeking and how you will pay your college expenses before you begin, it isn't critical.

If thinking about going to college gives you a burst of energy, go with it! Don't wait. **Get started.** Take some classes. Choose your major and career later--after you discover (through the process of education) more about your skills and abilities. It is always possible to change majors, even change schools.

Realize that sometimes it takes time to plan, find financial resources, choose a school and degree program and, if necessary, relocate. If getting started isn't easy for you, **don't give up!** Look on the process as a chance to practice two skills you'll need on campus: determination and problem-solving. There are people on every campus to help you; seek them out.

When to consult for help	Task	Page
Before you apply for admission and financial aid	Think about why you want to go to college and what you expect from the experience. Write these thoughts down. Research various careers and determine what kind of education/training you want, at least right now. Investigate colleges for entry. Talk with children, family and friends about school. Visit several campuses and	7-13 14-21

	talk with admissions counselors. If you are on public assistance, talk with a job service specialist about your education plans.	36
October-- one year before Fall classes start	Obtain admissions packets from your schools of choice. If national pre-college examinations (SAT or ACT) are required for admission, get announcement bulletins.	24
November-- eleven months before Fall classes start	If you need to, sign up to take the SAT or ACT. Get transcript ordering information from high schools and colleges you've attended. Graduate students: Begin preparing audition or portfolio materials, if required.	25-26
December-- ten months before Fall classes start	If written materials such as entrance essays are part of the application process, work on them. Ask references to write letters of recommendation if required. Fill out college admissions packets and send in well before deadline. Have transcripts and other required records sent to schools to which you have applied.	25-27
	Request financial aid applications from the schools to which you plan to apply. Specify the term for which you are applying. Apply for child care, investigate Section 8 housing and talk with the local housing authority (if necessary) in school communities. Start preparing your income taxes.	31 45
January-- nine months before Fall classes start	File your income taxes. Fill out and send in financial aid application. If the college has admissions and financial aid deadlines, call before that date to be sure your files are complete. If not,	31-33

	track down whatever is missing. (Don't miss the financial aid deadline even if you haven't filed your taxes! See page 32.)	
Spring before Fall classes start	Brush up on your study skills. Take refresher courses at your local continuing education program or college campus.	21,52-53
	Correct financial aid reports as necessary, and send to appropriate offices.	31-32
	Reply to offers of admission and to financial aid award letters.	27,34

Once you're in....

- Celebrate!
- Make arrangements for moving and housing (if you need to). Set up your study space.
- Arrange child care.
- Talk things over with your children. Work with them to organize your household so that you will have time for classes and study.
- Prepare a resume or short description of your life experience to use when applying for part-time jobs.
- Meet with the school's academic advisor who specializes in working with adult students/single parents or returning students. Ask for help to prepare for studying and for earning credit for past life or work experiences.
- Arrange a meeting with your assigned school counselor or advisor to choose your program and classes. Take course placement tests.
- While you are on campus, talk with the student employment staff about part-time work opportunities.
- Attend orientation programs to become familiar with the campus library, and support services, and to meet other new students. At some schools you may be able to pre-register for classes.
- Get a community resource listing or guide for the local community. If you get the names and addresses now, you'll have them when you need help.

Registration/Enrollment

Class registration is usually scheduled a week or two before school begins. Check with the Registrar's Office about the registration schedule. Have a back-up plan in case a class or two you wanted is closed.

A WORD OF ENCOURAGEMENT

"No one in my family before me had ever been to college, let alone graduated. I had a baby while I was still in high school; when I started thinking about going to college, the only encouragement I got was from the secretary in the Guidance Office. Not the counselor--the secretary. I got an AA at a community college and after I graduated, made $5,000 a year as the secretary for a major law firm. I hadn't researched jobs or salaries before getting my degree; being a secretary just sounded good. But now it wasn't enough. I was used to being poor, so I decided, what the heck. After I got my B.S., I went immediately to grad school. Financially it was hell. But now I have opportunities I never would have had otherwise. From public assistance to executive. Don't give up!"

Single Parent Alumnae

Planning ahead, researching careers and schools, certainly won't prevent bad days. But planning can help you identify your goals, and be more certain that you can reach them. You'll have a better chance of getting the help you need to smooth the way and make it over the rough spots. And you'll have earned the opportunity to shape the future of your dreams for yourself and your children by preparing yourself for the job and the salary you choose.

Writing things down in black and white can be the first step to doing them--and that's what this guide is about. Work sheets in this chapter will help you develop a plan for going to school. Take out a pen and paper: this homework is for you.

WORK SHEET: WHAT IS YOUR DREAM?

1. If you were free to do any kind of work you wanted, what would you do? Just write down what you would truly like.
2. Put your pen down for a moment, and imagine yourself living in your dream. What about it is particularly appealing to you? What is important to you?
3. List some of the characteristics of your dream job. How much does it pay? Where would you work--inside, outside, in a busy office or your own space,

in the city or the country? What are your work hours? Would you work alone, making your own decisions, or would you work with a team of people?

WORK SHEET: WHERE ARE YOU NOW?

1. What are your interests? If you have trouble answering this, think of ten things you've done in the past month. What about them did you enjoy? Why would you like to do them again?
2. Here are some interests often used to characterize job types. Write down those which apply to you.
   - Helping people
   - Working with machines, tools, objects
   - Being creative (applies to activities like cooking as well as the arts)
   - Making decisions
   - Influencing people, motivating, convincing
   - Thinking logically, carefully, analytically
   - Using numbers
   - Dealing with people in business
   - Understanding words, communicating, informing
   - Following an organized routine
3. What do you do best?
4. What skills and abilities do you have? Think about jobs you've held and what they required of you, about school activities and projects, the daily tasks you do at home, volunteer work you've done. List all your skills and abilities, regardless of where you acquired them.
5. What is your current educational background? If you've taken college classes before, no matter how long ago, dig out the records and list them.

The First Step

> "If you're scared to death, if you don't know where to start, just start. Any way you can. If it means just calling for a catalog, do that. Take it one step at a time. But move, do it, go for it. You're not alone, there are lots of people who've done this before you. And maybe you'll be an inspiration to people who come after you."

Do you ever push a cart down the aisle at the grocery store and feel that there are just too many brands of breakfast cereal from which to choose? Deciding

to go to college is like shopping: you're suddenly increasing the number of choices you have about the future. That can be both exciting and confusing.

Choosing, making decisions, taking action, and solving problems are skills. You can learn to do them through practice. Many people find decision-making frightening, and actually choose by not choosing, allowing other people to make decisions for them. The problem is that if other people decide, you and your children are the people who live with the results. When you take action, although you may feel anxious and afraid, you reverse this process. You have a say about what you do and what life will be like for you and your family.

How to Decide: A Guide for Women is a valuable resource for women and men who want to learn more about making decisions. (Full information about books mentioned in this guide is given in the Resource List at the back.)

Making Your Dream Real--And Realistic

This section suggests ways to find out more about your dream, and the various occupations and jobs which make the dream. Remember: Education is a cyclical process, one in which you learn more about yourself, adjust your goals, move ahead to more learning, re-adjust, and so on. Many people change their specific career goals as they go along. But that doesn't reduce the importance of starting the process by identifying your current interests and the possibilities for making a career of them.

> **Hint: Resources to help you with the planning process as you prepare to go to school are listed in the back of this guide.**

Help with the Career Search

"If I had it to do over, I'd look for more of a balance between what I wanted to do and what would be most useful to me. I just wasn't aware of the many professional opportunities for a person with a PhD in history, opportunities I could have prepared myself for in school."

There are a number of resources you can use to research different types of careers. Keep in mind that within each occupation, or general area of employment, there are many different tasks, or jobs. For example, jobs in the

healthcare field range from nurses working with patients in a hospital, to doctors doing experiments in a lab, to medical records technicians keeping track of it all. If you are set on working in a particular occupation, but don't seem to fit a specific job's requirements, take a broad approach. Remember that there may be many jobs and more than one occupation "right" for you.

Information about careers in Washington State

- Send for a free copy of Plan for Tomorrow Today: A Guide to Careers/Occupations in Washington State by calling or writing to the Workforce Training and Education Coordinating Board, Building 17, Airdustrial Park, P.O. Box 43105, Olympia, WA 98504-3105, 1-206-753-5681.

  This guide describes 320 occupations, their future outlook and their pay in this state. It tells how much education is necessary and where that education is available in Washington. The guide also provides information on financial aid, special services and non-traditional employment.

- Another specific resource is the Washington Occupational Information System (WOIS). This computerized system provides additional information on the 320 occupations described in Plan for Tomorrow Today. For a list of places around the state where you can use the WOIS system, send a self-addressed stamped envelope to WOIS/ The Career Information System, 1415 Harrison Avenue West, Suite 201, Olympia, WA 98502, 206-754-8222.

Libraries. Your local public library, college and university library, and special libraries in Women's Resource Centers and Employment Offices contain many excellent resources. The job market changes, though, so be sure to look at the most recent information you can get. Two particularly helpful books are the Dictionary of Occupational Titles, which lists 20,000 jobs with a short description of each; and Occupational Outlook Handbook, which describes a number of jobs in more detail. Some public libraries also have special job information centers. Ask the reference librarian for help.

Career Service Centers. Career service centers offer a variety of career exploration, training and job search opportunities. The first time you visit, ask what's available and how much it costs. Services may include career planning workshops, workplace information, counseling, psychological and/or aptitude

testing for career guidance, training in job search and interview skills.

Government-sponsored. Most services free. Thirty **Job Service Centers** run by Washington State Employment Security and twelve Private Industry Councils funded by the federal Job Training Partnership Act are scattered around Washington to provide various job search information and support services. Employment Security's services are free to anyone who wishes to use them, and include helping identify skills, career counseling, job search training, and referral to other services. (This agency also disburses unemployment checks; the other half of its mission is to help people get work.) The **Private Industry Councils** provide similar services with the addition of actual job training to economically disadvantaged people who qualify. The **Division of Vocational Rehabilitation**, part of Washington's Department of Social and Health Services, works with people who have a physical or mental disability which creates a "substantial barrier to getting or keeping a job"; the state office number is 1-800-637-5627. There are a number of other employment programs financed by government funds. Look in the yellow pages under Employment Services. (Employment Agencies are private businesses for placing people in jobs in return for a fee.) Ask at the library or at your Job Service Center.

School-system or college-sponsored. Free or low-cost, although services may be limited to current students or graduates. If your local school system has an adult education program, it may offer career workshops. Call the superintendent's office. Call or look in college catalogs for offices or programs with the words "career", "guidance", "employment" or "placement" in their titles. Ask what services they offer and who is eligible to use them.

Informational Interviews. What better way to find out about a job than to ask someone who does it? Locate people to interview by asking contacts and friends if they know someone who works in such-and-such a job, by reading the business section of the paper, and by using directories at the library. Call, or write a note followed by a call, to arrange an interview. Stress that you are not looking for a job, but for information about the job, and that you need only 30 minutes. During your appointment, ask what you want to know about the particular job--suggested education and training, a typical day, how people find out about openings, what obligations outside the usual eight-hour workday the job requires, what the person would look for if hiring someone for the job,

advice to people exploring the field. Follow up with a letter of thanks.

What to Look for in a Job

Personal and technical preparation for a career is a costly, time-consuming process. So it makes sense to be sure that you have the right training and education, and that the job will be there and employers will be hiring when you are ready to work. This doesn't mean that you can't change your mind and your major later. You can. But right now you need a plan. Look for:

1. Specific abilities needed in this occupation.

2. Opportunities for personal satisfaction. Does the occupation seem important to you, aside from the money and status you can earn by doing it?

3. Education and/or training needed to enter the career and to reach the career level you would like to reach. Are there other requirements, such as ability to lift, licensing, bonding and so on?

4. Future of the occupation. Will there be job openings at the entry level, where you want to live, by the time you finish your preparation?

5. Income ranges. Will you be able to make enough money to support yourself and your family by working in this field?

WORK SHEET: GETTING FROM HERE TO THERE

What is keeping you from what you want to do? What things outside of you stand in your way? Use the work sheet below to discover ways around, over and through the barriers you identify. For example, you may need to take some refresher courses before you can get admitted to the degree program you desire.

1. Barrier (who or what is in my way)

2. Ways I know about now to get over the barrier

3. Other sources to help me discover ways to get from here to there

4. Additional ways to cross the barrier, after consulting sources

5. Probable results were I to choose each alternative action identified in questions #2 and #4

6. Action that seems best

For more help identifying barriers and ways around them, read How to Decide: A Guide for Women. Also, persons who receive AFDC may gain additional help from social workers. Both job service specialists and CSO social workers may have access to money that can help an AFDC client remove barriers to education and training.

"Confront your fears. There's nothing wrong with being afraid to do certain things you've never done before, or avoiding one time bad experiences. But if you don't get over these fears, they will paralyze you forever. If you can't face your fears alone, find an expert to help you."

You've decided that going to school is for you...now what? Your first step may be obvious if you live near a college which offers exactly what you want. But for many single parent students, this is not a decision to be made quickly. There are literally thousands of options and much to consider. Think of it as building a house. In a sense, that's what you're doing--building a structure for the future. Deciding to change your life is like buying the land. Researching various careers is the blueprint step, drawing up plans for the future. Choosing a school is the same thing as selecting the carpenter who will help you build the house and work with you to make your dream a reality.

The information in this section will help you identify, consider and evaluate your options for education/training. Work sheets are provided to help you sort out answers to your questions. At the end of the section are suggestions for easing your way back into school. A list of Washington public colleges and universities can be found in Appendix A at the back of this guide.

TYPES OF SCHOOLS

Community Colleges. Community colleges offer certificate (non-degree) and degree programs specifically designed for career enhancement or career training, and academic programs leading to the Associate in Arts, the usual degree for transfer to a four-year school. Community colleges also offer basic skills and refresher courses. In Washington the community college system has an open admissions policy. If you apply, you can be admitted if the school is not full. This does not guarantee that you will get the classes and programs you want right away, since open admissions results in a lot of students, and there may be waiting lists. But you will be able to go to school.

Technical Colleges. Washington's five technical colleges, formerly called vocational-technical institutes, prepare students for existing jobs in vocational fields. Training is designed to develop the skills and knowledge necessary for successful employment. Most programs are open entry/open exit, which allows students to enroll when a vacancy exists and leave whenever they are ready for employment. Technical colleges also provide adult education services including instruction in reading, writing and arithmetic and assistance in obtaining the GED or high school diploma.

Four-Year Schools. Washington's four-year colleges and universities offer bachelor's degrees in major areas ranging from fine arts to forestry. Most programs include two years of general study and two years of study in a major program area. Admission standards differ. Some schools have a more complicated admission process or higher admission standards. Because of the differences between admission to the four-year schools and the programs it offers, you may have to be accepted by both the school and the program in your area of study. Check with the Admissions Office.

Graduate and Professional Schools. Most of Washington's four-year colleges and universities offer degree programs in various professional fields leading to master's degrees, doctoral degrees, or professional degrees. The academic and research-based training in graduate and professional schools is geared to employment in upper-level management, research, and professional occupations, such as the health sciences, business, engineering, education, and law. Admission requirements include evidence of an earned bachelor's degree. Check with the graduate or professional school.

SELECTING YOUR SCHOOL

There are so many factors to consider that this section may seem overwhelming at first. It deals with nuts and bolts, questions such as: Can you afford this school? Can you get in? It also deals with a number of other issues concerning quality of life for you and your children. You're building a house, remember--one still under construction, but a house you'll live in for the next few years. The work sheets will help you shrink the barrier of too much to think about down to manageable size.

What Do You Hope to Gain from Being a College Student?

The first step in choosing a school is to think about what you want from the experience. Adult students have identified these as a few of the advantages of going to college:

- Preparation for a personally-satisfying career.
- The chance to develop new skills, ranging from job skills to the ability to organize, set priorities and take charge of one's own life.
- An opportunity to develop as a person. Higher self-esteem.

- The joy of learning. More insight into people and into the way the world works.
- Increased income.
- Exposure to new ideas, new ways of doing things, new enjoyments such as reading, art or music.
- The opportunity to make life better for yourself and your children.

For more information about the advantages of going to college, read Going to College While Working, referenced at the end of this guide.

WORK SHEET: WHAT DO YOU WANT FROM COLLEGE?

What would you like to get from going to college? Take a few minutes to write your thoughts down.

Specific Factors to Consider

Start considering particular schools by looking in general college guidebooks. The Higher Education Book listed at the end of this guide is a good place to start. If you're thinking of an out-of-state school, look in Peterson's Guides or The College Handbook, available in local libraries. Catalogs for some Washington colleges and universities may also be in local libraries; they are available (sometimes for a fee) from the schools themselves. The list of Washington's public colleges and universities is in Appendix A. Be sure to write down questions as you research. Then plan a campus visit and make appointments with admissions and financial aid personnel to find out the answers.

Location. Can you relocate to go to school? If not, investigate schools that are within commuting distance of where you live and work. If more than one college has the program you need and you are willing to move, remember to consider the school's location and your own preferences. Would you rather spend the next few years living in the city or the country? East of the mountains or west?

Cost. Tuition and fees vary widely from school to school, as does available financial assistance. This may be a key factor for you in deciding which school you can attend. Look at school catalogs and a current edition of The College Cost Book for figures for each institution. Use the following cost

analysis work sheet to help you determine which of the schools you're investigating is affordable for you. Don't forget to consult with the school's Financial Aid Office about available financial help before making decisions. Staff should be able to tell you roughly how much aid will be available and when to apply for it. See the chapter "Where Will the Money Come From?" for more information about financial aid.

WORK SHEET: HOW MUCH WILL IT COST TO GO TO COLLEGE?

Compare the costs of going to several schools you are interested in attending. Consider:

- Tuition
- Fees
- Books and Supplies
- Special Equipment
- Food
- Transportation
- Housing
- Child Care
- Insurance (health and car)
- Healthcare
- Clothing
- Incidentals

What are the total costs of going to each college?

Accreditation/Licensing. All Washington colleges and universities are fully accredited. But if you are considering a private college or a technical training or vocational program, you should check this out. Accreditation means that the school has been thoroughly examined in terms of teaching quality and administrative integrity, and approved by the examining agency. In Washington such schools will have been accredited by the Northwest Association of Schools and Colleges. Look for this designation in the school's literature. If you are planning to attend college outside of Washington, the regional bodies nationwide are:

The Northwest Association of Schools and Colleges
Middle States Association of Colleges and Schools
New England Association of Schools and Colleges

North Central Association of Colleges and Schools
Southern Association of Colleges and Schools
Western Association of Schools and Colleges

Beware of any degree-granting institution which claims academic accreditation without listing one of these degree granting agencies. If you have any doubts, you can contact the accrediting agency by mail to check on the school. Ask a reference librarian to help you find the addresses.

If the school claims to be accredited without naming one of the agencies above, it may be accredited by a national or professional association. If you intend to transfer your credits at some point or will want to have your employer or graduate school recognize your study as valid, you'll want to attend a school that is regionally accredited. But if the school is a trade or technical one, national accreditation may be adequate. The Occupational Outlook Handbook tells you whether accreditation, licensing or certification is practiced for a particular occupation, and gives you addresses of accrediting associations to write to check on particular schools.

Courses. Does the college you're considering have courses and degree programs to meet your career preparation needs? You can check this out in the catalog. How well have graduates from those programs fared in the job market? The school's Placement Office should have this information. Ask for the names of a couple of students, graduates or employers of graduates from the program you're investigating to interview. Does the school allow adult students to document and earn credit for prior non-college learning? (See "Options for Beginning," page 21.)

Services and Programs. Does the school have services and programs for adult students? For student parents? For single parent students? And what about child care? If available, is it on-campus? How do rates compare with child care available in the community? Is there a sliding scale for parents with limited financial resources? Is the child care facility clean and does it have a clear policy for the children of evening students? Look in the catalog and ask during campus visits. Remember that hours and availability may vary between terms and are often limited in the summer.

Is campus security adequate? How well have security problems on that campus been controlled in the past? You can find out easily because schools that

participate in federal financial aid programs are required to provide reports on crime statistics and security policies to all applicants for admission and all current students.

What about other major services? Is there a campus Health Center? Can students in your category (part-time, full-time, special) be treated there? Get health insurance? Will it cover your children? Is there a Counseling Center? Career Information or Placement Office?

Are tutoring and assessment programs available to help students through difficult subjects, and for students with learning challenges such as dyslexia? Are there classes, workshops and/or tutorial help for students returning to school after an absence, so you can relearn good study habits, accepted forms for college papers and so on? Are these programs available during the part of the day or evening when you will be on campus?

Look for information in the school's publications under adult re-entry, child care, Guidance or Counseling Center, Women's Resource Center, Displaced Homemaker program, Developmental Education or Learning Center, and similar headings. When you visit the campus, ask for specifics about services, such as cost, eligibility and hours of operation. If possible, talk with a few student parents who have attended the school, and find out how they regard the education and support they received. (You might find current and former students through the Women's Resource Center or adult student support programs, or through the HOME network described in the chapter "Where Can I Get the Help I Need?" later in this guide.) Ask: Were they prepared for the job market? Did they get a well-rounded education? Were teachers effective, prepared and helpful to adult students?

Facilities and Equipment. Are campus facilities comparable to those you'll use on the job or are shops and laboratories out-of-date? Is equipment the type currently being used in your field? Is it well-maintained? Is the library well-stocked in your field of study? Go to the sections that contain books and journals (scholarly magazines) in your subject. Are most books relatively new? Is there more than one journal in your field?

Are computers, typewriters, study rooms and other resources available to students? Ask at the library. Many schools provide limited quantities of rental equipment for use in the building.

School Size. Visit campuses of all sizes, if you can. Take your kids or a friend with you. Walk between the buildings, through the student center (often called the "student union") and around the edge of campus. How comfortable do you feel?

At this particular school, will you be in an environment where you are on your own most of the time, in classes with a hundred students or more, or in classes with fewer students, all of whom are expected to actively participate?

How big is the campus? How far from your classrooms will parking and other services be?

Cultural Diversity. Does the school have a range of races and cultures represented in both its student body and its faculty? Are there programs on campus to learn about these cultures and to assist people from varying backgrounds in understanding each other? You can usually find this information in the school's catalog or at the Admissions Office. Staff at the Student Center or Student Activities Office may be able to tell you about cultural organizations on-campus. Washington commissions and offices for various cultural and ethnic groups can refer you to community resources. (See the chapter "Where Can I Get the Help I Need?")

Special Needs. If you are physically challenged or have a learning disability, you will want to pay particular attention to the resources available.

Check for accessibility and ask the school about policies for access to buildings in the planning stages. Check also on access to campus housing and parking areas for people with physical challenges. The Coordinator of Disabled Student Services, the Student Services Office or the Health Center may have maps and information.

Schools are sometimes able to provide texts transcribed in Braille, recordings, notetakers, and other services to students with sight or hearing impairments. Start with Disabled Student Services, the Affirmative Action Office or the library. Some Washington schools have special programs to record required texts for use by people with sight impairments. Ask about how much lead time readers need to record texts. Find out about the availability and funding of sign-language interpreters.

Some schools have special resources for students with learning disabilities such as dyslexia or perceptual disabilities. If you suspect you have a problem but aren't sure, ask if testing services are provided. The Learning Center or Disabled Student Services would be a good place to start.

> **Hint: If you aren't able to travel to four-year schools but are considering applying or transferring to one, you may be able to get more information from the admissions counselors who usually visit community college campuses two or three times a year. Call the closest community college Admissions Office to find out when admissions counselors will visit.**

WORK SHEET: CHOOSING YOUR SCHOOL

Weigh the advantages and disadvantages of the schools you are most likely to attend. Give the school a plus (+) if it appears to meet your needs and a minus (-) if it doesn't. Or devise your own rating system. Consider:

- Program of study I want
- Cost per year
- Average class size
- Accredited or licensed
- Location I like
- Job placement service
- Flexible class schedules
- Support for adult students
- Up-to-date facilities in my field
- Tutoring
- Child care. Sliding fee scale?
- Public transportation
- Housing close to campus
- Career counseling
- Personal counseling
- Health services
- Cultural diversity
- Special needs

OPTIONS FOR BEGINNING

Overwhelming. Impossible. Too much! If you feel you just can't take the plunge, you may consider "getting your feet wet" in smaller ways before diving into the expense and effort of focused and/or full-time degree studies.

Evening or Part-time Study

Many colleges and universities will allow students to take evening or a limited number of part-time courses without being formally admitted. Ask the Admissions Office about this, and try a course or two. This will build your

confidence and earn you some credit.

You may feel most comfortable at first in entry-level courses or, if the college has them, classes specifically designed for returning students. Career planning courses (for which you can frequently get credit) are an excellent way to stick your toe in.

Correspondence Courses and Courses by Television

Colleges and universities all over the country offer limited numbers of courses through correspondence or via television. Write to colleges or universities asking for a brochure or their current correspondence or television offerings. Taking courses by correspondence or television does not normally require you to be formally admitted to the school, but it can help you gauge your study skills, and earn some credits.

Off-Campus and Branch Campuses

Colleges and universities are opening branch campuses in various locations all over the state. Programs offered at branches are frequently designed to meet the needs of working adults. Check your Yellow Pages under "Schools" for branch campuses near you.

Credit by Examination

If you have read or studied a lot about one or more subjects, you may already have learned enough to pass a College Level Examination Program (CLEP) or similar exam. These tests are run independently and the reports are then sent to colleges you designate.

There are two types of tests-for-credit. "General knowledge" tests check your knowledge in lower-division subject areas, the areas most students study in their first two years of college. These can cover natural sciences, social science, math, English and other general subjects. "Subject" examinations are more focused on a particular field and require that you have a higher level of knowledge in that area in order to pass.

You can get more information on CLEP tests and whether or not the school you want to attend accepts CLEP credit by writing: CLEP, Box 6601, Princeton, NJ 08541-6604 (1-800-257-9484).

There are also guides to individual CLEP tests, with practice sheets which can help you to determine whether or not you are ready to test. You can get these by writing: College Board Publications, Department B10, Box 886, New York, NY 10101.

PEP, the Proficiency Examination Program, is the other major testing program for credit-by-exam. PEP is very similar to CLEP. You can get more information by writing: American College Testing Program, Proficiency Examination Program, Box 4014, Iowa City, IA 52243.

> **Caution: Different colleges have different policies about whether or not they will accept credits by examinations, and how many. Don't take the time--or pay the fees--to test for more credits than you will later be able to apply toward your degree or certificate. Talk with an admissions counselor at the school you will attend to find out about the policy on credit be examination.**

Portfolio Assessment

People can learn a great deal of academically creditable knowledge outside of the classroom. Running a business, researching an illness, developing a product, learning a skill...all of these are valuable learning experiences which might be equivalent to subject matter taught in some college-level courses. In recent years, many colleges have recognized that such learning is valid, and have developed programs which will allow students to earn credits for learning outside the classroom. Typically, theses programs are called Portfolio Assessment Programs, or Prior Learning Programs. Most of these programs ask students to produce an extensive written document describing their experience and what they learned from it.

Each college develops its own policy on the evaluation of prior learning for credit, so contact the college you're interested in. Ask whether or not the school has such a program, and whether it will accept portfolio credit on transfer. Some schools limit how many portfolio credits they will accept in transfer; even though your first school accepted them, the college you are transferring to may not.

In the last chapter you investigated schools and chose one or several to visit. This chapter will take you through the process of applying as a prospective new student, a potential transfer student, or a graduate or professional student. Most information about applying to colleges is written for the traditional student right out of high school; the focus here is on the older applicant.

THE FIRST STEP

If you are pretty sure that a school and one of its programs is for you (even if you don't know exactly which program), it's to your advantage to seek formal admission. The school accepts certain responsibilities for formally-admitted, "matriculated" students. These responsibilities often include priority in signing up for classes. With careful advising and planning, you can explore subjects and programs while taking courses and earning credit that will apply to your degree.

If your application for admission is turned down because you don't meet the admission requirements of the school you plan to attend, you can appeal the admissions decision. You can also enroll in your college of choice as a "nonmatriculated" student. Taking courses as a nonmatriculated student will allow you to earn a limited number of credits while making up any course or grade deviancies and proving your ability to handle college-level work. Be aware, however, that if you enroll as a nonmatriculated student, you are not qualified for financial aid. You can also enroll at a community college. One of the major roles of community colleges is to provide developmental and refresher courses and support to students with academic deficiencies. Talk to admissions counselors about these options before making your decision.

THE APPLICATION PROCESS FOR UNDERGRADUATES

To apply to one of Washington's community colleges, you will be required to fill out an application form, usually the "State of Washington Community College Application for Admission," which you can get at the Admissions Office of any community college. The community colleges are open to you if you have graduated from high school or earned a GED (General Education Diploma), or

are age 18 or older.

Application to Washington's four-year colleges and universities is usually made on the "Uniform Undergraduate Application for Admission to Four-Year Colleges and Universities in the State of Washington," available from college admissions offices. The traditional entry route to a four-year school requires entering first-year college students and those transferring with less than a certain number of college credits (usually 40 quarter credit hours) to supply a high school transcript, aptitude test scores, and in some cases, other material--an essay, for example.

If you need to take a pre-college aptitude test prior to admission, you can find out how through your local high school or community college, which has registration information and bulletins announcing when the exams will be offered in your community (usually several times a year). Common tests are the SAT (Scholastic Aptitude Test) and the ACT (American College Testing Assessment). Some colleges will accept the WPCT (Washington Pre-College Test) if you took it before June 1, 1989.

> **Hint: Study guides are available in bookstores and libraries for the SAT and ACT, and for the GRE (Graduate Record Examination) and other exams for prospective graduate students. You may want to take advantage of them, particularly if it has been a long time since you have used math or done much reading. The announcement bulletins may have sample questions that will allow you to check how comfortable you are with the material covered. Remember to sign up at least six weeks ahead of the test day, and to allow at least six weeks after you take the test for scores to be sent to the colleges to which you are applying.**

Most four-year schools have admissions categories which allow older students to be admitted without all of the usual qualifications. Check with an admission counselor at the schools you are interested in attending for more information. A student of 25 years of age or older who is seeking admission as a freshman, for example, will typically be expected to meet at least <u>two</u> of the following requirements:

(1) Submit satisfactory scores on the SAT, ACT, WPCT (if taken before

June 1, 1989), or other university-administered tests

(2) Submit a transcript showing the achievement of a 2.5 high school grade point average or a passing score on the General Education Development (GED) Certificate test

(3) Write an essay demonstrating entry-level critical thinking and communication skills

(4) Present evidence of success outside the classroom and strong motivation to succeed in college

Hint: Most colleges and universities charge a fee to process your application, and it's usually non-refundable. But it may be waived at some schools if you present evidence of financial hardship. Talk with an admissions counselor.

Admission to a college or university does not always guarantee acceptance into a particular program of study. Check with the Admissions Office to find out if the program or department in which you are interested has additional admissions requirements.

THE APPLICATION PROCESS FOR PROFESSIONAL AND GRADUATE SCHOOLS

Graduate schools usually require an application form, a fee, transcripts of all previously-completed college level work including proof of a baccalaureate degree, and scores from the Graduate Record Examination or other approved aptitude test. You may also be asked to submit letters of recommendation, essays, and a portfolio (artists, photographers, writers), or to participate in a personal interview or audition (musicians, actors). General standards for admission focus on the student's apparent potential for success at the school and in the field after graduation.

You can be conditionally admitted to some graduate programs while you take the background courses you need or complete an undergraduate degree. Be sure to ask about special admissions procedures.

TRANSCRIPTS

Transcripts are a record of the classes you took and the grades you received at your high school and past colleges. If the school(s) to which you are applying requires transcripts, arrange to have them sent from your high school and any

colleges you have attended. Call or write your former schools to find out what they charge for the service of sending out official copies of your transcript, how much time it will take, and what kind of form they need. Then write to ask them to send copies directly to the colleges that require them.

> **Hint: Many schools will make you an unofficial copy of your transcript; this copy will be useful when you are filling out job applications.**

LETTERS OF REFERENCE

Choose your references wisely and select those who can comment on your background and qualities relevant to the course of study in which you're interested. Try for a variety.

ACCEPTANCE

When a school to which you've applied accepts you as a matriculated student, you'll receive a letter from the Admissions Office telling you you've been admitted. Read it carefully to note anything you need to do.

PLACEMENT TESTS

Some schools require you to take placement tests on campus before you register for classes. Placement testing will help you identify skills in which you may be weak and guide you to the classes (usually in math and writing) where you will have the most success. If your school doesn't require placement testing but you want to take a placement test anyway, check the college catalog or ask at the testing or skill development center on campus. The placement test most commonly used in Washington's community colleges is the ASSET, for which there is a fee.

PLANNING YOUR TRANSFER TO OR FROM ANOTHER SCHOOL

If you've gone to college before, or plan to start your studies at one college but graduate from another, then you'll need to find out about transferring credit between schools. Consult with the Admissions Office or with an academic adviser or counselor about your plan to transfer. If you plan to transfer, you need to plan your program carefully and take only those courses which will transfer.

Generally, the school to which you plan to transfer will accept courses completed if the transfer school offers similar courses, and if the courses are appropriate to your program of study and the certificate or degree you seek. There may be time limits on some courses, and some schools do not accept credits granted for taking CLEP (College Level Examination Program) tests or from completing a Prior Learning Program.

Fortunately, most of Washington's colleges and universities have agreements which offer several options for transfer between schools. The Associate of Arts degree (or other designated direct transfer degree) satisfies all or most of the general education requirements for a baccalaureate degree at many four-year institutions. Two other options--the "pre-professional associate degree" programs and the transfer of some occupational courses and programs--require you and two advisers (one at your community college and one at the four-year school to which you intend to transfer) to work together to ensure course and program compatibility and transferability. Talk to academic advisers at your community college for more information.

In any case, whether you are a community college student following one of these transfer routes or whether you are planning to change schools, it is your responsibility to take courses which transfer. To do otherwise will cost you time and money. Consult catalogs and advisors!

SCHOOL-ADMINISTERED FINANCIAL AID

Although you have the primary responsibility for paying for your college education, there is help available in the form of financial aid programs. The purpose of these programs is to provide financial assistance to students who would otherwise be unable to afford an education. Financial aid is an investment in both your future and in the future of communities in which you will work and live.

Need-based aid is exactly what it sounds like: financial assistance based on your financial need. You must document your need by filling out the forms required by the school(s) you are considering attending.

Am I Eligible for Need-Based Financial Aid?

You will be eligible for financial aid if the amount you can pay for your education is less than the amount an education costs. Cost is determined by each school according to a budget based on student circumstances. Once the forms are processed, you will be told if you are eligible, how much you will be expected to pay toward your education, and how much financial aid is available to you.

In addition to proving need, you must meet other criteria before being awarded financial aid. The list below is an example; requirements may change or vary from school to school.

- You have a high school diploma or GED certificate, or demonstrate an ability to benefit from college attendance.
- You are a matriculated student (planning to complete a degree or certificate program).
- You do not owe a repayment of financial aid funds you may have received at any college you previously attended and you have not defaulted on a previous student loan at any school.
- You are a citizen or permanent resident of the United States.

What Are the Different Types of Financial Aid?

Need-based aid administered by the schools falls into three categories.

Grants and scholarships. These are considered gift aid; you do not have to pay them back. Grants are generally awarded on the basis of financial need, although some have academic requirements as well. Scholarships are usually awarded on the basis of academic or other special talent.

Work-Study. Many students are awarded work-study as part of their financial aid package. Work-study jobs are usually on campus, although some students work for off-campus public or non-profit agencies. The Washington State work-study program permits employment in the private profit-making sector as well. Work-study employment can be a valuable part of your education, and the source of a work record and references when you graduate--a head start on your career. In your financial aid package, you may be awarded the opportunity to earn a certain amount of money through work-study. It is up to you to choose and apply for the job. Only specified positions come under the work-study program; ask at the Student Employment Office for listings of approved jobs, and for information about how jobs are filled.

Loans. A loan is money a student borrows for educational purposes, usually at a set interest rate. Loans must be repaid. Lenders include schools, banks or credit unions. Repayment on some loans does not begin until after a student leaves school or graduates. Loans have the advantage of providing immediate money to pay for your education, and the disadvantage of obligating you to pay the money back. For the latter reason, they are probably the least desirable form of financial aid.

Hint: While working is difficult for single parents, the rewards in terms of money, reduced loans, experience and connections with other students can outweigh the hassles. Talk with the Student Employment Counselor on your campus. (Ask at the Financial Aid Office if your school does not have a Student Employment Office.)

When's the Best Time to Apply for Financial Aid?

> "The key to getting financial aid is applying early and meeting the deadlines."
> Financial Aid Officer

Early! While some Washington colleges and universities award aid as the applications come in, most have priority deadlines. This means if you meet the first deadline, you will receive first consideration for financial assistance. Every school has a limited pool of funds available. It is possible to be eligible for financial aid and not receive any because the school already has awarded all funds to other students on a first-come, first-served basis. So it's to your advantage to apply as early in the year as you can. (Most schools ask you to wait until January 1 before applying for aid for the following Fall; however, deadline dates for priority funding range from approximately February 15 to March 15. Financial aid application materials from the schools to which you are applying will specify the priority funding date.) This shouldn't discourage you from applying later in the year, however, since there is some flexibility in the process. But keep in mind that you will maximize your chances of receiving all of the aid for which you are eligible if you apply early.

How Do I Apply for Financial Aid?

Acceptance to a particular school and the awarding of financial aid are two separate processes usually handled by different offices. If you think you will need financial assistance to go to college, be sure to contact both the Financial Aid Office and the Admissions Office.

> **Hint: Even if you are just considering going to school and haven't made any firm decisions, apply for financial aid. Your application is not a commitment to attend school. But if you do decide to go, you'll want to have an application on file so it can be quickly considered for available assistance.**

To apply for federal and state financial aid, you must complete a form called the "Free Application for Federal Student Aid (FAFSA)." At many schools, the FAFSA will be the only financial aid application form necessary; however, some schools may also require a supplemental form. You can get the current form

at any college Financial Aid Office. When you call or pick it up, ask if the office has workshops on filling out the form and if any other forms are needed.

Sit down and look over the FAFSA and accompanying instructions. Don't panic--it may seem intimidating, but help is available! If you need help, make an appointment with a financial aid counselor. Gather needed information. Many answers on the FAFSA are based on information from your income tax form. And the earlier you fill out the FAFSA and send it in, the more likely you are to get all of the financial aid for which you are eligible.

> **Hint: You are not required to fill out your income tax forms before filling out the FAFSA, but it is preferred. Colleges may later ask for photocopies of your income tax returns to compare figures. You can call employers for W2 information if you don't hear from them by early January. If you don't usually complete your tax form until April, then you probably should use estimated information on the financial aid application in order to get your aid form in early.**

Complete the FAFSA carefully. Note that all single parents are considered "independent", regardless of age.

Be as accurate as you can; the federal government verifies information on a number of forms each year. But don't let worry about mistakes stop you from filling out the form--you can make corrections and changes later in the process if necessary. Be sure to answer every question, writing in "0" or "N/A" ("not applicable") when necessary; incomplete forms will be sent back to you, thereby delaying your entrance into the waiting line for financial aid. The best advice is: Get the FAFSA in on time, even if you need to make corrections later.

> **Hint: If you have special circumstances, costs or expenses (such as child care) which are not adequately described on the FAFSA form, inform colleges of your circumstances and need for aid as early in the process as possible. Do it as soon as you've sent in the FAFSA. Be sure to include your correct social security number on all correspondence to the school.**

When you've finished the form, make a copy and send the original in the envelope included with the application form. The processing center to which you send your financial aid form will use a congressionally-approved formula to determine your expected contribution. Then, in about four weeks, they will send you a Student Aid Report (SAR). The SAR reports the student's expected family contributions and comments about application information. The SAR comes in three parts, with each serving a different purpose. Follow the instructions enclosed. The back of the SAR tells you how to request duplicates if you are planning to send it to more than one school's Financial Aid Office. The SAR also tells you how to make corrections.

> **Hint: If you need help, get it. Most college Financial Aid Offices are willing to help people with the FAF even if they are not thinking of applying to that school. Avoiding mistakes is your best strategy.**

Each Financial Aid Office to which you send information will keep it in your file. It is your responsibility to give the school all the information it needs to make decisions about awarding your aid.

> **Hint: You must reapply for financial aid each year.**

How Much Financial Aid Will I Receive?

School-administered financial aid comes from a number of sources, including the federal and state government and the school's own funds. The amount you are awarded depends on how much the school estimates it will cost you to attend and how much you will be expected to contribute toward the costs. (This last amount is determined by the federal methodology formula from your responses on FAFSA.) The difference between these two figures is how much financial help you will need to attend a particular school.

Financial aid administrators know approximately how much it costs students to attend their school. Each Financial Aid Office develops a "budget" of approximate costs to attend that school. The federal government requires that the budget include as categories of expense the student's tuition and fees, books and supplies, room and board, personal expenses and transportation. Costs of child care and disabling conditions are also allowable, but it is the student's responsibility to document needs in those areas. Some schools will also allow you to include maintenance costs of your children in the expense budget, some

will not. This is something you will want to investigate when you are considering schools. As you can see from the formula below, the higher the amount of legitimate expenses the school will accept as applicable to the financial aid formula, the more aid for which you will qualify.

Cost of education

\-

Your expected contribution

= Maximum amount of need-based aid you can be awarded

Your need may vary from school to school, since the tuition and living costs vary. Your financial need may also differ from year to year at the same school; this is why you must reapply for financial aid every year.

How Will I Know About My Financial Aid Package?

When your file is complete and the school has considered your situation, the Financial Aid Office will send you a letter describing the "package" of grants, loans, work-study and scholarship money it can award you. The letter will also contain instructions about how to accept the offer of financial aid.

> **Hint: While acceptance of an offer of financial aid is not an obligation to attend that school, it is wise to notify the Financial Aid Office and the Admissions Office as soon as you decide whether or not you will attend.**

The financial aid package you are offered may not meet all of your estimated need. If you have extenuating circumstances, you may appeal all or part of the award. For instance, you may feel the budget the school expects you to live on is unworkable for you because you require special medical treatment. Let the Financial Aid Office know this; legitimate increases in your need make you eligible for more aid.

Are There Other Sources of Aid?

Off-campus jobs, Bureau of Indian Affairs, ROTC, non-need based loans, scholarships awarded by corporations and other non-academic organizations, and government-sponsored training/education programs provide several more ways to finance your college education. Graduate students may also qualify for

teaching and research assistantships (offered through the school.) Most colleges and universities have student employment counselors and scholarship coordinators who can help you in your search. Visit with them. And see the list of resources for researching financial aid at the back of this guide.

> **Hint: Outside scholarships, grants and certain forms of assistance must be counted as a part of meeting your financial need and may affect your eligibility for financial aid. Be sure to check with your Financial Aid Office if you have any questions.**

GOVERNMENT SOCIAL SERVICE AID

Many people don't realize that social service aid may be available for those who wish to go to college. While a student, you may be eligible for food stamps, medical coverage, child care assistance, Aid to Families with Dependent Children (AFDC), help with your energy bill, housing subsidies, and help paying for college education/training programs. Remember that federal and state regulations and programs change frequently, and that eligibility depends on a interrelationship of factors, not one or two facts.

> **Hint: Money you receive as school-administered financial aid may reduce your eligibility for some types of government social service assistance. Talk to counselors at your DSHS Community Services Office and at the Job Service Center for the latest information.**

Community Services Offices (CSOs)

Find out about government financial assistance programs for which you or your children might qualify at Washington State's Department of Social and Health Services (DSHS) Community Services Offices (CSOs). Call ahead to find out what hours the office is open and when phone calls are accepted. If it is difficult for you to get the local office, ask if staff can mail you an application packet. If you need help applying, ask for an application services worker. If at all possible, go to the office to schedule an appointment for your intake interview. After the intake appointment, most offices operate on a first-come/first-served basis when people come in to see a financial or social services worker. To locate your local CSOs, look in the phone book (blue-page government section or the white pages) under "Washington State of" and then

under "Social and Health Services, Department of." Your CSOs will be listed with the name of your town in front of it. (Note: You may need to look under a third heading, "Economics and Medical Field Services," to find the closest CSOs.) In larger cities you are assigned to a CSOs by your zip code. Call a local CSOs to find out where you should go.

> **Hint: If you think you might need CSOs services in the near future, apply now, as it can take up to 30-45 days for you to receive assistance.**

DSHS supports your efforts to become self sufficient. The department has supportive services and funds to assist you if you have an approved employability plan. The employability plan, however, must be approved prior to enrolling in school. Self-sufficiency planning begins with enrollment in the JOBS program. Tell your financial service specialist that you need to enroll in JOBS. The financial service specialist will refer you to a job service specialist, who is employed by the Employment Security Department and may be colocated with the CSOs. The job service specialist and you will jointly complete an employability plan that can include education.

Aid to Families with Dependent Children (AFDC). AFDC is a cash assistance program for families with very low income whose child or children are under age 18. Apply at your local CSOs (see above.)

Job Opportunities and Basic Skills Training (JOBS). People receiving AFDC may qualify to volunteer for JOBS, a cooperative program with Washington's Employment Security Department. Job counselors or social workers work with you to help you finish high school, train for a career, and/or find a job, depending on your current skills and qualifications. In some cases, JOBS provides help with child care, transportation and support services. Ask a financial services specialist at the CSOs (see above) for referral to the JOBS program.

Child Support. Children have the right to financial support from both parents. Washington State's Office of Support Enforcement (OSE) can help you collect child support payments, locate absent parents and establish paternity, and obtain and enforce necessary court orders so that you can collect child support. OSE's services are free to anyone who has physical custody of a dependent child. Call 1-800-442-KIDS for an application and

a list of OSE field offices. If you apply for AFDC, you are required to help OSE collect child support and will fill out the application as part of your AFDC papers. Tell the financial services specialist at your CSOs if you are concerned that the absent parent may retaliate against you or your child if OSE attempts to collect child support.

Food Stamps. You may qualify for food stamps even if you are currently working, own your own home or own a vehicle--and even if you do not qualify for AFDC. For more information, ask at your Community Service Office or call one of the three toll free regional numbers:

1-800-882-5333	Western Region
1-800-462-0682	Central Region
1-800-776-3857	Eastern Region

Each region will refer you to the correct region if need be. In King County, call 634-2297. Remember, the amount of food stamp aid you receive may be reduced by your school-administered financial aid.

Medical.

Medicaid And Other Medical Coverage. Medicaid and other medical programs may provide some or all of your family's healthcare. There is also a Medicaid Adult Dental Program. Even if you do not qualify for AFDC, you may still qualify for some medical programs, and your children under 18 years old may qualify even if you don't. Talk to a financial services specialist at the CSOs.

Washington Basic Health Plan. This state-sponsored health plan provides medical insurance for Washington residents who haven't been able to afford it--people who qualify on the basis of age (under age 65) and income. The present standard is a family income of less than twice the federal poverty guideline. The Basic Health Plan is a demonstration project available in selected counties to 20,000 people statewide. For more information, call 1-800-826-2444 or write Washington Basic Health Plan, P.O. Box 9014, Olympia, Washington 98504-9921.

Washington Department of Veterans' Affairs. See the appropriate heading in the "Where Can I Get the Help I Need?" section of this guide.

Housing, Energy Assistance. See the appropriate heading in the "Where Can I Get the Help I Need?" section.

OTHER POSSIBLE RESOURCES

Job Training Partnership Act (JTPA). You may qualify for JTPA programs if you are economically disadvantaged and/or facing serious barriers to employment. Each of twelve Service Delivery Areas in Washington handles training funds differently; some may pay for short-term, vocationally-oriented college programs or classes. Look in your phone book, on the white pages, under "Private Industry Council" or ask at the Job Service Center (in the government section of your phone book under the State of Washington, Employment Security.)

Washington Division of Vocational Rehabilitation (DVR), DSHS. If you have a physical or mental disability which causes a substantial barrier to getting or keeping a job and have "reasonable potential to become appropriately employed" with DVR's help, staff can provide medical evaluation, vocational assessment, counseling and guidance, support services and money for education, although they usually consider other methods of developing work skills before granting education benefits. DVR does require you to apply for financial aid through the school first, and usually helps for two years of education, although four years may be possible for severely handicapped people. DVR pays for most educational costs not covered by school-administered financial aid, but not living expenses. Call 1-800-637-5627 for referral to the regional office nearest you.

Washington Department of Veterans' Affairs (DVA). See the appropriate heading in the "Where Can I Get the Help I Need?" section.

> **Hint: Note the names of the people you talk to with in offices and agencies. This is a help if you need to straighten out problems later.**

Your Rights

Federal and state law protects your rights to government aid in that you may not be discriminated against on the basis of your race, color, national origin, religion, gender, age or handicapping condition. This applies to both the

awarding of aid (you cannot be denied aid for any of these reasons), and to the way you are treated by social workers and others you deal with while finding out about and obtaining aid. See Rights and Responsibilities in the chapter titled "Where Can I Get the Help I Need?" for more information.

"I think people should take all the help they can get--from friends, family, helping services. People like doing things for other people. Then you should pass on help to someone else."

"Officials can seem so uncaring, protected by all their rules. But I've found that if I keep my patience and persist, they'll often help me find a way. Keeping my patience can be an incredible task in some official situations."

Helping services and resources are listed in this section with information about how you can access them. Support isn't only for those in crisis; you may be able to avoid problems by talking with people ahead of time. That's what helping organizations are for. The last section in this chapter suggests some ways to make the process work for you.

HOW TO ACCESS RESOURCES

"Always ask the same questions of more than one person, in more than one department. If you get different answers, keep checking it out further. Ask other students, too. You will be surprised at the things others didn't tell you."

Where to Start

"When I'm not sure how to get information on an issue, I'll call a place where they might know something and say, 'I don't know who to talk to, but here's my problem...'"

A good place to begin locating resources and help is in your phone book. Start with the table of contents in the front. Larger cities may have a section, usually near the beginning of the book, called "community service numbers" or something similar. Or try "social service organizations," in the yellow pages. Many phone books now have a separate listing of government offices on blue or blue-edged pages. And of course, agencies and resources will be listed under their own names in the white pages. The "Advocacy, Information and Referral" section below suggests some resources in your community which can help direct you to local sources of help.

Another source of both local and statewide programs and government offices is the Washington State Management Resource Directory, updated yearly and available free from the Corrections Clearinghouse, Employment Security Department, 212 Maple Park, Olympia, WA 98504-5311, 1-206-438-4060. There may also be copies of this guide in your community. Check at the library.

Look in the college catalog for an outline of campus resources. Catalogs contain information about available services. Catalogs may be obtained from the Admissions Office or campus bookstore, sometimes for a fee. Some colleges and universities also publish a student handbook, which gives more specific information. Services, and the hours they are available, change often, so look for current editions and doublecheck.

Advocacy, Information and Referral

"Go out and meet some people. Then you meet others through them. That's how I built a support network. And how I learned how to handle being a student."

Crisis Lines and Clinics

Many areas of Washington are served by call-in crisis lines which can offer you referral to local services ranging from support groups to emergency housing, and/or someone to talk with if you are feeling emotionally overwhelmed or troubled. Crisis lines often have a printed list of area resources which you can use as leads to sources of support before you need them. Call or write to get a copy for your use at home. Look in the white pages under "crisis line." If you can't find it in the phone book, try calling United Way, which often provides some funding to crisis lines.

Women's Resource Centers and Student Support Centers

Most community colleges and four-year schools in Washington have resource centers which offer support groups, training and referral services to all students. Many resource centers have a small library of information which can help you, and they are excellent places to meet other parents with whom to share information, support, child care, transportation and so on.

HOME

HOME--Helping Ourselves Means Education--is a self-help network designed to help low-income people obtain the resources necessary to get an education. In Washington State, HOME's services (free to low-income individuals) include referrals, network groups, mentors, help in problem-solving, workshops, and a newsletter. HOME is both a national movement and a statewide network with local contacts; for the name and number of the local office nearest you, call 1-800-765-HOME or write HOME of Washington State, P.O. Box 64155, Tacoma, WA 98464.

Community Services Offices (CSOs)

Washington State's Department of Social and Health Services (DSHS) Community Services Offices (CSOs) are the place to find out about government social service programs for which you or your children might qualify. For more information, look under Community Services Office in the chapter "Where Will the Money Come From" in this manual.

Job Service Centers

Job Service Centers are part of Washington State Employment Security, the state agency which also administers unemployment benefits. Job Service Centers provide career counseling and career exploration assistance. They also offer job search assistance, job placement and referral to other services such as training programs, legal aid, food stamps, and so on. All services are free. There are 30 services throughout Washington; look in the government section of your phone book under "Washington State of..." for "Employment Security." The local Job Service Center may be in this section under yet another heading, "Employment Information." Or call Olympia, 1-206-753-5116, for referral.

Washington Department of Veterans' Affairs (DVA)

If you are a veteran of the armed forces, currently a service member or the dependent or survivor of either, the Washington Department of Veterans' Affairs (DVA) will work to obtain any benefit to which you are entitled. These types of services include, but are not limited to: educational benefits, employment preference, pensions, and medical and dental care. Call the hotline at 1-800-562-2308 for referral to the center nearest you.

Displaced Homemaker Program

People eligible for services provided by the Displaced Homemakers Act have worked in the home for ten or more years providing unsalaried household services for family members on a full-time basis, and meet several other criteria such as needing help to become employed.

Several agencies around Washington (often a community-based organization or community college) also provide instruction and support services to displaced homemakers, and the state office organizes training workshops throughout the state. For more information, call the Displaced Homemaker Program Office in Olympia at 1-206-586-8108.

YWCA

YWCAs vary in what they offer, but generally provide a number of resources ranging from job search training to support groups and in some cases legal and shelter service. Usually listed under YWCA at the beginning of the "Y" section of the phone book's white pages, YWs have traditionally helped single women, and are often a good place to network.

Community Programs

For example, Spokane's Single Parent Outreach Connection (SPOC) is housed in the YWCA and provides a variety of support services and linkages to resources to single parents and their families.

United Way

Since the local United Way funds helping organizations in your community, they know where those organizations are. Explain what you need and ask where you can call for help. Look under "United Way" in the white pages.

FOOD, HOUSING, ENERGY ASSISTANCE

Aid to Families with Dependent Children (AFDC)
Child Support

See the section on Government Social Services Aid, in the chapter "Where Will the Money Come From?" for more information about the following programs:

Aid to Families with Dependent Children (AFDC), food stamps, help collecting child support payments, Medicaid and the Washington Basic Health Plan. You may qualify for any or all of these programs as a single parent student. Talk with a counselor at your DSHS Community Services Office for the latest information about these programs.

To locate your local CSO, look in the phone book (blue-page government section, or the white pages) under "Washington, State of" and then under "Social and Health Services, Department of." Your CSO will be listed with the name of your town in front of it. Note: You may need to look under a third heading, "Economics and Medical Field Services," to find the closest CSO. In larger cities you are assigned to a CSO by your zip code. Call a local CSO to find out where you should go.

> **Hint: Some schools maintain a fund from which to make small short-term loans to students facing emergencies. Check with the Financial Aid Office.**

Food Banks

Many communities have food banks where you may be able to get enough food for one or several meals. The food comes from government sources and/or is donated by local businesses and citizens. Because many different types of organizations sponsor food banks, they can be a little difficult to find. Try calling a church, the local crisis line, United Way, or looking in the phone book under FISH (an emergency helping organization) or "Food Bank of...(your county)". Different food banks have different rules. Some will help you as often as you need it, some try to spread their resources to a number of people by limiting how often they help each family.

Food Stamps

See the information in Government Social Services Aid, in the chapter "Where Will the Money Come From?"

Campus Housing Office, Referral Center, Bulletin Boards

Look in school catalogs or call Student Services or Student Affairs to find out how housing is handled on-campus. Services may include school-sponsored housing which will accommodate children, an actual housing office which can

refer you to local landlords willing to rent to students, and/or a bulletin board where people list housing and rental information. Remember to consider location in relation to the campus and your transportation needs when choosing housing.

> **Hint: Sharing housing with another single parent family or student is one way to cut housing costs. Be sure to investigate the situation and interview the other person carefully. As a minimum, discuss parenting styles, methods of dealing with conflicts, division of chores, expectations about child care, expenses, attitudes toward smoking and drinking, likes and dislikes, and lifestyle issues before making a commitment.**

Subsidized Housing

Local Housing Authority. These organizations generally provide both access to subsidized rental housing (the rent in these units is low, and/or the government pays the landlord part of your rent) and loans to rehabilitate the house you own, depending on certain qualifying guidelines. Plan ahead to make use of housing authority services, as they often have long waiting lists which may open to new people only periodically. To locate the nearest agency, check your phone book white pages under "Housing Authority" or "(name of your city) Housing Authority."

Section 8. You can get help with your rent if you qualify on the basis of income, and your owner/landlord participates in the Section 8 Certificate and Voucher Programs. This federal program is administered by the U.S. Department of Housing and Urban Development (HUD), the Washington State Department of Community Development (DCD) and public housing authorities. Qualifying incomes vary from area to area, so be sure to check locally to see if you are eligible. For a current list of local Section 8 representatives, call DCD at 1-206-586-1245 or check your phone book white pages under "Housing Authority" or "(name of your city) Housing Authority."

Emergency Shelters

You can seek temporary shelter from several sources; every county in Washington receives government funds to provide short-term housing for

emergency situations, although facilities are often full and may not accept children. Churches, YWCAs, the Salvation Army and battered women's shelters may also offer a place to stay. Call these agencies or the local crisis clinic (see above).

Energy Assistance

Energy Assistance Program (EAP). If you pay home heating costs, either directly or indirectly through your rent, and are low-income, EAP may cover some of your heating expenses. Amount of and eligibility for assistance depends on your household income, size of your family, type of housing you live in and where you live. EAP is available between October 1 and June 30; funds often run out, so apply early. Call the Community Action Program, Council or Agency which serves your county (look in the white pages under "[your county] Community Action") or your local crisis clinic (see above) to find out who administers EAP in your area.

Energy Crisis Intervention Program (ECIP). If you face an energy-related emergency (a life- or health-threatening situation), you may qualify for ECIP assistance to have the situation resolved (energy restored, wood supplied; if you own the house, broken water pipes or the primary heating system repaired). Call the Community Action Program, Council or Agency which serves your county (look in the white pages under "[your county] Community Action" or your local crisis clinic (see above) to find out who administers ECIP in your area.

Weatherization. You may be able to get help making your home more weather-proof (and hence, energy-efficient) from several programs funded by the federal government and the Bonneville Power Administration. Priority is generally given to low-income households sheltering very young children, and/or people who are elderly or handicapped; some non-low-income households are also helped by BPA programs. Call your local utility or the Community Action Program, Council or Agency which serves your county (look in the white pages under "[your county] Community Action") or your local crisis clinic (see above) to find out who administers weatherization programs in your area, or call 1-206-753-2200.

Additional Assistance

If you are a AFDC recipient and are experiencing emergency circumstances,

you may be eligible for additional financial assistance. Call your financial services specialist at your CSO.

TRANSPORTATION

The easiest solution may be to live on a public transportation route, or within an easy walk of campus. Some colleges and universities have van pools or will help commuting students from car pools; check in the Student Activities Office. Use your network or support group to find other people going your way. Keep transportation in mind when you look for housing. If you intend to drive to campus, find out about charges for parking permits. Check with campus Security or the Parking Office.

If you are receiving AFDC, there may be transportation funds available to get to and from school through your job service specialist or social worker.

CHILD CARE AND PRESCHOOL EDUCATION

Single parent students say that their most frequent problems center around child care, both finding it and paying for it.

Types of Child Care

Child Care Centers and Family Day Care Homes. Chances are that your children will need full-day or nearly full-day care. A baby-sitter or nanny who stays all day is an expensive option; nursery or preschools often meet for only part of a day. The most workable choice may be a child care center or a family child care home. The Washington State Department of Social and Health Services licenses Child Care Centers (more than 12 children; outside of the home of the caregiver), Mini-Centers (7 to 12 children; also outside the caregiver's home), and Family Child Care Homes (up to 12 children in the home of the caregiver).

Child Care On-Campus. Your school may have a child care center on-campus, perhaps staffed by professional caregivers and students in a child-development program, perhaps by a combination of professionals and parents who exchange hours spent at the center for the right to enroll their child. Such cooperative programs may have reduced tuition. Some colleges offer teacher-training programs which also have laboratory schools where students gain experience. When investigating schools, be sure to check on the hours

the center is open, whether it stays open during breaks between school terms, and whether you must be a full-time student to enroll your children.

Baby-sitting and Drop-in Care. In addition to your regular arrangements, you'll need a back-up system for classes at odd hours, field trips, times when you must study for exams, and especially for the days your child is sick. Finding baby-sitters is a chance to put your network into action. Ask family and friends who they use, and then interview several potential sitters so you have more than one person to call on. Hospital community education departments, the Red Cross, and Camp Fire and Girl Scouts may have baby-sitter training programs, and hence a list of names to start from, as might churches, the YWCA and women's resource centers. These last three may also have drop-in child care facilities where you can leave children for an hour or two. Some drop-in centers require reservations, so check them out ahead of time.

Your best bet for baby-sitting may be to work out informal cooperative arrangements with neighbors or other single parent students, an "I'll take the kids for Tuesday afternoon if you can have them at your house Saturday morning" swap.

Sick Child Day Care. Friends and baby-sitters may be willing to care for a sick child. Some hospitals also have special programs allowing you to leave a child there for the day without paying regular hospital fees. If you can put together a plan for sick child care before your kids get sick, the event, when it comes, won't seem so traumatic.

Finding and Choosing Child Care

When choosing a program for your children, remember that state licensing does not guarantee quality or a certain type of program. Think about your child's needs for such things as a loosely-structured or highly-structured environment. Does the caregiver share your values? You may want to talk to potential caregivers about nutrition, toilet training, naps, discipline, sex-role stereotyping, ethnic heritage and religion. The Child Care Resource and Referral Network, which has 15 offices around Washington, can help you learn how to choose quality child care. Call the Network office in Tacoma at 1-206-383-1735.

Interview several care providers and start early. Allow yourself at least two months to find a suitable place for your children. There is a tremendous

shortage of child care in Washington, especially for infants, and many programs operate with a waiting list.

Washington's Child Care Resource and Referral Network. Your local network office will provide you with referral to child care providers in your area who are licensed as meeting state standards. This service is usually free. Some offices also offer parent education classes and help you learn how to choose quality child care. Ask for a list of licensed providers who have sliding fee scales based on parent income. Call the state network office at 1-206-383-1735 or ask local child care providers for referral to the office nearest you.

Paying for Child Care

Be sure to ask providers if they have sliding-scale fees, scholarships, vouchers or other tuition breaks. Cooperative playschools and child care programs offer lower fees because parents "volunteer" a certain number of hours per week to help staff the center. Nonprofit child care centers may be partially subsidized by donations from community members or government funds. You may also qualify for DSHS child care subsidies for low-income working or at-risk families. Check with your local Community Services Office. AFDC clients may be able to receive child care benefits through the JOBS Program.

Writing child care into your school-administered financial aid package provides a way to qualify for more financial aid, and hence be able to pay for child care. Child care is currently an allowable cost under federal guidelines. For example, the cost of child care can be considered an expense, thereby increasing the amount of your Pell Grant (up to the ceiling allowed). It is your responsibility to let financial aid counselors know about your child care expenses. They may ask you to estimate these expenses, so have figures ready which match the cost of child care in the school's community.

Some colleges don't have on-campus child care, but provide eligible parents with direct financial assistance to pay for off-campus services.

Government-sponsored Preschool Education

Head Start, and the Early Childhood Education and Assistance Program. Preschool education and accompanying services for families whose income falls below the federal poverty line are provided in Washington by two

programs: Head Start and the Early Childhood Education and Assistance Program (ECEAP). Both offer preschool, medical and nutrition services for four-year-olds (and in some cases, three-year-olds) and family help accessing local social services. Some space is saved for children who do not qualify on the basis of income but need special help. Local enrollment usually takes place beginning the January or February before the September your child would start preschool.

To locate the nearest program, call Head Start 1-206-586-1365; Early Childhood Education and Assistance Program (ECEAP) 1-206-753-4106. Local staff will help you determine if your family qualifies.

MEDICAL SERVICES AND INSURANCE

Healthcare Services

On-Campus. Campus healthcare services for students vary widely, from none to paraprofessional-staffed clinics open three days a week to 24-hour mini-hospitals offering physical therapy and emergency care by physicians, as well as someone to look at your sore throat. Some will give immunizations to your children. Others charge per service and may not treat the kids or part-time students. Find out what services are available and during what hours before you rely on the availability of campus healthcare.

County Health District. Look in the blue government section or the white pages of your phone book under the name of your county (for example, "Cowlitz, County of") and then find "Public Health and Social Services Department." A number of health services are provided through county health departments; yours may offer immunizations, training and information about family planning, sexually transmitted diseases and government-sponsored health and counseling programs.

Health Insurance and Coverage Plans

Student Insurance. At some schools, full-time students are automatically covered by health insurance when they pay their student fees. Other schools offer you the opportunity to purchase student insurance to cover you and/or your children's medical needs. Check whether or not you must be a full-time student, whether you can cover your children and what services the insurance covers.

Medicaid and Other Medical Coverage Programs. See the section on Aid from Government Social Services, in the chapter "Where Will the Money Come From?"

Washington Basic Health Plan. See the section on Aid from Government Social Services, in the chapter "Where Will the Money Come From?"

Information

Campus Coordinators for Students with Handicapping Conditions or Disabilities. Many schools have designated a staff member to provide information, referrals, equipment and/or services such as note-takers or tutors for students who qualify for such aid. The Office of Student Affairs or Student Services should be able to direct you to the right person.

Washington State Department of Health (DOH). Three toll-free telephone numbers can help you: The Department of Health Consumer Assistance operator at 1-800-525-0127 can answer health-related questions, identify DOH programs and help you locate health services. For information about radon, call 1-800-323-9727. The AIDS hotline number is 1-800-272-AIDS.

Counseling, Mental Health. See below, under "Personal Assistance".

FAMILY RECREATION

College and university campuses are greenhouses of culture. Most provide concerts, art shows, speakers, cultural events, fairs, film showings and athletic events free or at a reduced price to students. Read the student paper, the campus newsletter or watch the bulletin boards in the Student Center or Student Union Building for information. Children are often welcome at campus events, and some schools have special holiday events for kids. If you want to organize an event, work with the Student Activities Office or student government officers.

Don't forget community recreational opportunities. Parks and recreation departments, neighborhood centers and organizations such as YMCAs and YWCAs often organize and offer family outings, and Saturday and summer day trips or camps for children.

"During your first few quarters in school do not take classes that you think will be hardest for you. Start with some easy classes so you don't risk messing up right away. This will give you a chance to warm up to college and to stock up a good grade point average."

Study Skills

If you are like other new single parent students, you may feel unsure of your abilities to learn and study, or of your skills in particular areas. (Math, writing, reading and exam-taking are common worries.) Most colleges offer classes (sometimes for credit) or other kinds of help, including evaluation to see if you really have fallen behind during your years away from school. At some schools, you will be required to take course placement tests such as the ASSET test and to register for classes within your skills as measured by the results. For example, you may be required to take an introductory math class before you can take one that is more advanced.

If you haven't graduated from high school or completed your GED and want to do so, check with a community college. Most offer adult high school diploma or GED completion classes and exams. English as a Second Language (ESL) programs usually offer help with oral communication or English reading and writing skills to people who do not have English as their primary language.

You may be able to take advantage of local classes before you actually begin your degree or certificate program, in order to build your confidence. Other ways to build your confidence and develop study and learning skills include use of an on-campus Learning Center, Skills Laboratory, "Computer Lab," writing center or lab, math lab, Educational Opportunities Program, Academic Development, a tutoring program, classes or workshops in learning skills, and basic-level classes in a particular subject or field. If you know you will need help, look for a school that provides these services, and check to be sure you are eligible for them before attending.

Hint: Single parent students are unanimous in saying that if you start having trouble with a particular subject or class, you should get help early. Ask professors to help you or to recommend resources for help.

Two other hints to save you time and aggravation: First, learn how to use the campus library as soon as possible--even before classes start. Find out what services are available and how to locate what you need. Many libraries offer tours or workshops. Second, make it a practice to know at least one student in each of your classes. That way, if you have to miss a class unexpectedly, you can borrow the notes and find out what happened.

Support, Counseling, and Mental Health

Support Group Referral

On-Campus. Try the Women's Resource Center or re-entry program for referral to support groups or to find people who can help you start your own. Student Activities and the Student Government Office (which may be one and the same) should be able to direct you to official campus clubs and groups. Groups may also be listed in the school catalog or handbook. Some schools offer special programs for adult or reentry students.

HOME--Helping Ourselves Means Education.
Crisis Lines and Clinics.

See the information about these programs under the heading "Advocacy, Information and Referral," earlier in this chapter.

Community. Many community newspapers publish a referral column or section once a week or month which details local support groups and contacts. Hospitals also offer community education programs which can help you locate health-related groups.

Counseling

Campus counseling or counseling services may fall into two categories: Personal and career or vocational. Look or ask for an office with the words "counseling," "guidance," or "placement" in its name, or ask at the Health Center or Reentry Program Office.

Counseling on Personal Issues.

> "It's easy to burn out. Especially because it can be pretty exciting here and you want to do everything. Go slow--I

learned the hard way. And if you do get burned out, find someone to talk to."

You may be able to get help with personal problems on-campus if your school offers classes, workshops, crisis intervention and/or individual, family or group counseling. Ask at the campus Health Center, Counseling Center, and Women's Center. Self-discovery and growth are part of the education process; many students encounter periods of difficult adjustment. Services may be available at reduced cost or on a sliding fee scale. Your health insurance may also cover the cost of a limited number of visits to a personal counselor on- or off-campus.

Additional free counseling is available through DSHS, Division of Children and Family Services, Child Protective Services and Family Reconciliation Services. Child Protective Services are provided on behalf of children who are reported to be abused, neglected or exploited. Family Reconciliation Services are provided to runaways and to families in conflict. You can access services by checking in your phone book in the white or blue pages under Washington State, Social and Health Services - Department of, Children and Family Services Office.

Career Counseling. Career exploration, skills identification, training in finding and applying for jobs, job listings and career counseling are available at most college career or placement centers. Check to see if you must be a full-time student to use the center, and take advantage of the services early in your time at school. That way you will be confident of your employability when you graduate. The center may also be a source of part-time or summer jobs both on- and off-campus.

Information and Referral

The CSO offers information and referral services to persons regardless of whether they are receiving services. If you need help and don't know where to call or where to go, call the local CSO and ask to talk to a social worker.

Students of Color

"People can be pretty ignorant about differences. That assumption that 'we're all just the same' can make you feel really lonely--even if it is well-meaning."

On-campus. Many colleges and universities have programs and offices designated to advocate for students of color. In addition to programs and support services, there may be clubs and student groups.

Off-campus. The following Washington State Commissions can refer you to appropriate local resources, and may provide other services:

Commission on African American Affairs, 1101 - 10th Avenue S.E., P.O. Box 40926, Olympia, WA 98504-0926 1-206-753-0127.

Commission of Asian American Affairs, 110 Prefontaine Place South, Suite 202, Seattle, WA 98104 1-206-464-5820, or 1011 - 10th Avenue S.E., P.O Box 40925, Olympia, WA 98504-0925 1-206-753-7053.

Commission on Hispanic Affairs, 1011 - 10th S.E., P.O. Box 40924 Olympia, WA 98504-0924 1-206-753-3159; 1-800-922-4305 immigration hotline; referral directory for $3.

Governor's Office of Indian Affairs, 605 - 11th Avenue South, Suite 112, P.O. Box 40909, Olympia, WA 98504-0909 1-206-753-2411.

Special Groups

Services may be offered both on- and off-campus for students who have disabling or handicapping conditions of a mental and/or physical nature and students with special concerns: women, lesbian and gay students, adult or reentry students and veterans of the armed forces. Check in the school catalog or handbook under Affirmative Action, Equal Opportunity, Human Rights, Minority Affairs, Ombudsman, Special Services, Veterans Services, Disabled or Handicapped Student Services and the local crisis clinic or line.

Crime Victims Assistance

By calling 1-800-822-1067 between 8 a.m. and 5 p.m. Monday through Friday, you can get information and referral to local services if you or your child have been the victim of a crime. This number connects you to the Office of Crime Victims Advocacy, Washington State Department of Community Development, in Olympia. Referral to many types of services is available, including legal services, emergency shelters, counseling, crime victim's compensation, and

medical services if needed.

YOUR RIGHTS AND RESPONSIBILITIES

Responsibilities

Reaching out for help may make the difference between giving up or graduating with a college degree. Not everyone will immediately reach to grasp your hand. But you can make that more likely to happen.

- Learn the rules and regulations of each program or service. If you know what to expect, and what's available, you can ask for it.

- Pursue the process. Ask for explanations; challenge or appeal decisions you feel are incorrect. Be assertive, but not aggressive. Always ask for the names and work phone numbers of people who give you information. Keep copies of all official applications, records, and information.

- Be considerate and good-natured. Cooperate with counselors, services specialists, administrators and instructors even when it seems they are making your path unnecessarily difficult. Remember that enormous case and student loads wear away at their genuine desire to help. You will do best by treating them as people who want to help you.

- Be courteous. If you can't make it to an appointment, call as far ahead as you can to ask for a new one.

Rights

> **"When push comes to shove and you want to better your life, most times it's going to happen. But you need to be willing to fight for it."**

Assertive people act on the belief that all people, including themselves, have basic rights. They have a "win/win" attitude which enables them to express their feelings with consideration for other people's rights. Learning assertiveness and when it is appropriate can bring you good results. Ask at the nearest Women's Resource Center, YWCA, or Displaced Homemakers Program about local workshops. The College Entrance Examination Board publishes a book called How to Decide: A Guide for Women which covers the subjects of rights and assertiveness in the context of creating a plan for your life. See the

resource listing at the end of this guide.

Your Rights on Campus. Most schools have a written list of student rights and responsibilities which covers such issues as privacy of records, registration procedures and the like. Usually the school catalog details some of these. Others, under such titles as "Student Conduct Code" or "Student Rights and Responsibilities Code," may be available in written form from the Dean of Students, the Student Activities or Student Affairs Office or Student Government.

Discrimination. Both the federal government and Washington State have laws against discrimination based on marital status, national origin, gender, religious beliefs, race, color or the presence of sensory, mental or physical handicaps. In some situations, age (40 to 70) is also part of this list. If you feel you have been denied equal opportunity or access to resources for one or more of these reasons, you have several places to turn.

The Washington State Human Rights Commission. You have a legal right to equal opportunity in employment; credit, insurance and real estate transactions; and to places of public accommodation such as schools, government offices, hotels and stores. The Washington Human Rights Commission, a state agency, will help you determine if you have been discriminated against and will investigate complaints filed with that office. This service is free. The information line number is 1-800-233-3247.

Washington State Department of Social and Health Services Office of Equal Opportunity. DSHS is committed to providing opportunity free from discrimination for all persons. If you believe that DSHS personnel have discriminated against you on the basis of race, color, national origin, gender, handicap, religion, creed, marital status, disabled/Vietnam Era Veteran status, or age, fill out a Discrimination Complaint form at your Community Services Office or call 1-800-521-8060 (1-800-521-8061 TDD). The Office will contact you and investigate the complaint. By law, no person who has filed a complaint or assisted in the investigation of a complaint shall be intimidated, threatened, coerced, or discriminated against.

Discrimination in Housing. If you believe you have encountered discriminatory practices while looking for housing, call the U.S. Department of Housing and Urban Development's discrimination hotline at 1-800-669-9777.

Sexual Harassment. Unfortunately, sexual harassment, like all other types of crime, occurs on college campuses just as often as anywhere else in our world. Be aware of your rights and options in case you encounter sexual harassment.

Who are the victims of sexual harassment on campuses? Although female college faculty and staff have been the victims of sexual harassment, and males on college campuses have occasionally reported harassment, by far the most frequent victims of sexual harassment and abuse on college campuses are female students.

Though people often think that only very young, very attractive, and very sexually provocative female students are harassed, this is not so. Sexual harassment can happen to anyone, at any age, no matter how they're dressed or how they behave.

What is sexual harassment? In Washington, sexual harassment is defined as follows:

> **"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:**
>
> **1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,**
>
> **2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or**
>
> **3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."**

Be prepared for sexual harassment. As soon as you're on the campus, get the campus policy on sexual harassment, read it, and know the processes and your rights. This puts you in a strong position before anything happens.

There are a great many misconceptions about how recipients react or should react to sexual harassment. One common response is that it's not a big problem, and if you ignore it, it will stop. This is not true: any sexual harassment is, most definitely, a big deal. Persons who sexually harass

others are abusing their positions of power in ways that can affect the victim's life. Extensive research shows that just ignoring the harasser will NOT make the harassment stop; in fact, this is less effective than anything else that you can do.

The first, and frequently the most effective, action is simply to tell the offender to stop. Make it very clear to the offender that you know your rights, that you do not like what he or she is doing, and insist that it stop immediately. Often, this is all it takes. Don't be surprised, though, if the harasser pretends not to take you seriously, or ridicules you for your insistence on stopping the behavior. Do not be put off by this tactic. No one should have to smile in the face of abuse.

Many women on college campuses feel hesitant to confront a harasser, particularly if such a person is a faculty member or in a position of power on the campus. Students worry that their grades will be affected, or that the offender will hurt their credibility as a student. Many women are also frightened because they've never before had to confront someone in a position of power.

If this is the case for you, get help. Check with your counseling center, the women's center, student advising, or the Affirmative Action Office on campus.

You can also call the Washington State Crime Victim's Assistance Line, 1-800-822-1067, between 8 a.m. and 5 p.m. weekdays for information and referral to local sources of help. The Washington Human Rights Commission, a state agency, has a free brochure about sexual harassment and will help you determine where to file a complaint. The WSHRC information line number is 1-800-233-3247.

If the harassment you are experiencing comes from a fellow student, co-worker on-campus, or someone not in a position of power, the same options are open to you. You can go through campus grievance procedures, confront the harasser or go to outside officials.

Whichever option you choose, don't ignore the behavior. Chances are that someone who is harassing you is or has been harassing others. The behavior will not stop unless the person is challenged. Do something.

Other Resources.

Washington Department of Social and Health Services (DSHS) Office of Appeals. If you are dissatisfied with any decision made by DSHS, you may ask for a fair hearing. There is a time limit; ask for more information. Forms for requesting a fair hearing are available from every CSO. You may also request a fair hearing by writing to the Office of Appeals, P.O. Box 2465, Olympia, WA 98507-2465. The hearing will be held in your county; you may represent yourself or be represented by anyone else, including a lawyer, you choose to speak for you. Ask personnel at the CSO to direct you to legal services and/or to a welfare rights organization if you wish to contact them. You or your representative may examine your DSHS file and request an informal prehearing discussion to talk about issues related to your complaint.

At the hearing, you may have witnesses appear and present documents and other written evidence. The hearing examiner may not be able to tell you what the decision is immediately; you will be notified in writing, and have 15 days to petition for review.

Welfare Rights Organizations. The Welfare Rights Organization Coalition in Seattle can direct you to your local welfare rights group. Staff and volunteers supply information about going to school while on public assistance through The Up and Out of Poverty program and provide other services related to public assistance. Call 1-206-324-3063. WROC's mailing address is P.O. Box 22608, Seattle, WA 98122; the office is at the Randolph Carter Center, 23rd and East Yesler.

Fair Budget Action Campaign. This nonpartisan group provides education and advocacy on state issues which impact persons in poverty, such as welfare reform, public assistance grants, auto insurance requirements. For information, call either the Seattle Office at 1-206-727-0369 or the Spokane Office at 1-509-326-8110.

Legal Services.

Evergreen Legal Services. This nonprofit organization gives free legal help to people with low incomes and limited savings through its law offices around the state. Staff advise and represent people on many different types of problems, including landlord-tenant disputes, food stamps, domestic

violence, utility rates, welfare, and others, but cannot take criminal cases. Look in the white pages under "Evergreen Legal Services," the yellow pages under "Attorneys," or call 1-800-542-0794 for the address of the nearest office.

Northwest Women's Law Center (Seattle). You can get legal information and referral to lawyers with sliding fee scales from this nonprofit public interest law center committed to advancing legal rights for women. The Center also sponsors other programs. Call the information and referral number at 1-206-621-7691.

County Legal Services or Bar Associations. Legal professionals in some Washington counties volunteer their time to sponsor legal clinics or provide some free legal services to residents with low incomes. Look in your phone book under "(Your county) Bar Association" or call your local crisis line to locate services.

On-Campus. A few colleges provide some legal services for students. Check the student handbook or ask at the Student Services Office or Women's Resource Center.

WORKING THROUGH CHANGE WITH YOUR CHILDREN

Successful student parents have two words of advice about how to deal with your children about change: Be honest. As soon as you start thinking "wouldn't it be nice to go to school...," it's time to talk to your children about why, what it will mean for both you and them, and what you all can expect.

Here are some suggestions from other single parent students about helping your children prepare for change.

- Life will be harder for awhile. Less money, less time, less energy. Tell your kids that. Then explain what an education means to you and how you'll be able to make a better living for everyone once you've gotten your degree. You may have to bring this up several times before it sinks in.

- Give the children a part to play. Ask for their help in planning--what they can take over, what you will do, what you will all have to let go. Listen to what they say and act on it. Begin new routines before your classes actually start, so everyone can get used to them.

- Ask your children what they would like you to do with them in the limited time you have. Would they rather have you at the soccer game or the dinner table? Then honor your commitment. If you've said you'll be there for dinner, be there.

THE STUDENT PARENT: SURVIVAL SUGGESTIONS

> "Read the children a story before bed and give them a light back rub. It only takes 20-30 minutes and can save hours of fussing and fighting about bedtime. Don't ever withhold this for a punishment. It's important that they can count on their own special time no matter what."
>
> "My friends and I exchange being "call-ins" for each other's

kids. My kids are old enough to stay on their own, but I feel so much better if there's someone they can always reach by phone. One quarter, I paid a woman to be "on call."

No matter how much you and your children prepare, your first term in school will be hard for everyone. The best thing you can do is include your children in your experience. If they are always on the outside looking in, they'll see a parent who is busy, stressed and changing in ways they don't understand.

- Talk. Explain that you are busy this week because of an exam, but will have more time this weekend. One former student parent says that during her years in school, her family began regular family meetings. These were held at the same time every week, without fail, and were an opportunity to catch up, let the children air feelings and resolve problems. A few rules keep the meetings going:

  -Same time, same place, every week
  -Everyone attends
  -Anyone can say anything and everyone gets a fair hearing
  -All decisions are made by group agreement, including the decision to end the meeting

- Outings and sitter exchange with other adult students are alternatives to TV, as are projects to do while you study. But when TV seems the only answer, your children can at least feel your company if you are in the same room. Wear earplugs and turn your chair away from the screen, if necessary.

- Post your schedule each term on the refrigerator so your children will know when you're available to them. Put both study time and time with the kids down in black and white.

- Children are often welcome at campus events, celebrations, performances, lectures and films. Trips to your school will help them understand where you are and a little of what you do all day. Older children may find themselves interested in finding out more about college. Some college libraries have a children's book section. Try "studying" there together.

- Discuss your school work at home. You might be surprised to find how interested your children are in new ideas. And by talking about your studies, you'll challenge yourself to clarify them in your own mind.

> "My children were like any others: they liked school, but were happiest when it was out. Then I returned to school, and we lived in campus housing in a new community. Growing up on that campus, my children learned to be comfortable around higher education. During their high school years, there was never any question about them going to college--they were looking forward to it--it was like going home to them. No apprehension, no fear, no wondering what the environment would be like. My son is even attending the very college where he grew up."

TIME MANAGEMENT

Demands on your time will seem to come from everywhere...but they are manageable. The essential ingredient is some kind of plan.

There are many time management schemes but not all of them work for everybody. You need to discover the time management plan that works for you, and then stick to it.

Successful student parents suggest:

- As you come to each item on your To Do list, as yourself, "Do I really need to do this now? If the answer is yes, do it. If not, move the item to the end of the list. That way, your highest-priority items will get done first.

- Establish a weekly schedule. Include all the activities essential to a student parent: classes, work, family time, study time, essential chores--and time for you. Keep separately a list of things you'd like to do if you had time. Then, if some time opens up---a class is cancelled because a professor is ill, or your office shuts down for a day for painting--you can do one of those things.

- Despite the lists and schedules, try to avoid "schedule mania"--the feeling that every second of your time is taken with none left for you. Regularly

set aside at least a tiny block of time for yourself. Go for a walk, window shop, soak in a tub. This is one priority which cannot be moved to the end of the list; it's on there, it's important. Just do it.

LETTING GO

> "I have a woman [student] whose children are high school age. She's having a difficult time being a student because her family is pulling at her, but that habit is ingrained, and Mom makes herself so available...Mom has to make the transition." Faculty member

Probably the most important skill for student parents to learn--and the most difficult for many--is the ability to delegate. For women who may have had complete control over little else in their lives, it can be especially hard to give up the tasks they've always handled. But it may be necessary.

Letting go is easier said than done. You need to be willing not just to let your children do the task, but to let them control it. If your teenager balances the checkbook, she should be the one to deal with the bank if things go wrong. When your pre-teens shop for groceries, they must plan the list to stay within the budget and get enough food to last until the next check. Resist the temptation to look over their shoulders, to take control from them--you'll be surprised how well they do after they've weathered a few storms. Learning to sink and swim on their own in these tasks will help you. The children will learn to appreciate the complexity of what you've been doing for them and will regard you with new respect. And they will be even more involved in your efforts to get a degree. They'll know they are doing their part, that it's a family effort.

SPACE AND EQUIPMENT FOR STUDYING

Studying, writing, reviewing notes, writing papers, going over lecture notes, cramming for a test--you need your own space. If you need to clear the dishes, your children's homework, coloring books, yesterday's newspaper, and the cat off the dining room table before you can begin to study, it can dampen your enthusiasm, and your energy.

However humble it turns out to be, create a space at home that is solely dedicated to your studies. This space will be critical to you. You should have

a writing surface, a comfortable chair, decent light, space for your books and references, and somewhere to store the vast amounts of paper you will accumulate as a student. A file cabinet stocked with file folders would be ideal, but the right size of cardboard box will do just as well.

Your space doesn't need to be a room shut off from others, though that would be ideal. A corner of the dining room that the children are not allowed to touch, and that is designated Mom's or Dad's space for studying would do just fine as long as you're clear with your children about what you expect from them regarding this space--that it is hands off.

One young student mother decided that her private study space was more important than a private bedroom. She sold her bedroom furniture, bought a basic desk and file cabinet, and put her workspace in what had been her bedroom. She slept on a futon, which she rolled into a corner during the day. Her children knew that when she was in her study with the door closed, she was busy.

THE WORKING STUDENT

At Work

If you intend to keep working, either full or part-time, while attending school, you need support from everyone connected with your work.

As soon as you start thinking about returning to school, let your supervisor know that you plan to return to school, and that you don't plan to allow it to interfere with the quality of your work. Explain that as a student you won't be able to be as flexible about overtime hours and extra assignments as you may have been in the past. Point out that schooling should make you a more valuable employee, and that you are going to school to improve your skills.

Ask your supervisor to notify the administration of your workplace--particularly the Personnel Office--that you will be a degree candidate, and ask that this be entered in your personnel file. "Degree Candidate" looks much better than "No Degree" when promotions are being considered. Some businesses offer tuition benefits for employees; check with your personnel officer.

Talk to co-workers and explain your commitment to them. Ask for their support in whatever ways they can manage--covering for you when you have a

test, trading overtime hours or shifts that conflict with your classes, granting you privacy during lunch or breaks so that you can study. Express your willingness to repay them however you can, and encourage them to return to school, too.

At School

When you just can't seem to resolve a schedule conflict between work and school, check to see if the class is offered when you can attend. Many schools offer weekend and evening classes which aren't always listed with the daytime classes in the schedule booklet. Look for a course listing titled "Evening" or "Part-time" and check the "Hours" column of the regular class schedule.

Get to know other students in the class. They may be able to tape record class sessions for you, or, if that isn't possible, to share notes and information about classes you have to miss.

The key, as with most aspects of returning to school, is advance planning. Start planning as early as schedule information is available to you, and keep everyone whose help you might need informed of your efforts.

RUNNING THE MARATHON: TAKING CARE OF YOURSELF

> "Now, if letting the house go so that it's grungy is going to make you crazy so that you can't study, then let the yard go. But you've got to let something go. And it cannot be your health...Everything else can go flying to the wind, but you have to eat three meals a day, and you have to sleep enough. Or you can't think, you can't study, you can't do anything."
>
> "Every once in a while, do something just for yourself. Go swimming. Pay a baby-sitter and have dinner with a friend. This year, for the first time, I spent my birthday check from Granny on myself instead of my kids. What a treat!"

No doubt about it, single student parents are in it for the long haul. And like an endurance athlete, you've got to be careful to maintain your energy level and portion your energy out carefully, so it will see you and your family through the years you are in school and on into employment. Looked at this way, taking care of yourself isn't indulgence--it's your duty.

It's very tempting to skip meals and cut down on sleep when you're under stress and short on time. The problem is that the next day you aren't as efficient--and after a period of too little food or sleep, you simply won't be as good a student as you would be in good health. Not to mention how you'll feel. It may seem impossible to do, but this is the best time to learn organization and coping skills like prioritizing. After all, when in your life will you ever need them more? Check with the Women's Resource Center, Counseling Center, Displaced Homemaker Program and Educational Opportunity Office on-campus for information and workshops or classes.

"Be a serious student, but don't take yourself too seriously."

Fifteen minutes a day of complete physical relaxation affects health positively, according to medical studies. Since emotions have physical results, this means taking a mini-vacation from your worries, too. Sit in your favorite chair or out on the porch, sit if the car if you have to, but take a few minutes every day to breath deeply and relax your muscles. If this isn't enough for you, seek information on specific relaxation techniques from the Health Center or Counseling Center.

SUPPORT GROUPS AND NETWORKING

"At one time we may have charted different courses, but now we find ourselves in the same boat and have a camaraderie that survivors get from beating out a storm together. We are invested in our own success and in each others'."

"Nobody ever does everything completely on their own. Everyone needs to depend on somebody's help, somebody's optimism, somebody's telling them 'you're doing just fine.' When you're a single parent, you sometimes have to work a little harder to get that support. But we need it just like everybody else does."

Why Should You Join A Support Group?

Going to school while raising children, working and carrying on the other responsibilities of your life is a major undertaking. It's not, in other words, something you can do easily all on your own, without support. Support, assistance, encouragement and help are vital for you to do the best you can.

Simply being with others facing the same challenges you face relieves stress and loneliness. Hearing how others cope with problems, overcome them and deal with the inevitable let-downs can inspire you to face your own challenges, give you ideas about how to overcome them and steer you away from mistakes.

Support groups for student parents often give much more than emotional support. They are excellent arenas in which to organize baby-sitting exchanges, bartering groups, study groups, typing pools, and so on. A support group can even be the foundation for a strong help network following graduation. By sharing information about potential job openings, reading each other's resumes and introducing each other to important contacts, you can continue the help you gave each other in college.

Find A Support Group

Some colleges have formally organized support groups for student parents. The Counseling Center may be the best place to begin. Ask the counselor about past groups, whom to contact, what kind of faculty and administrative support the group gets from the school, and whether there are any dues or eligibility requirements. Then get in touch.

Be an alert consumer--shop around for the group that fits you. Visit existing groups once or twice to get a feel for how the group functions and whether or not you feel comfortable there. Ask whether the group has guidelines or rules agreed upon by the members. Listen to how group members support each other, trade suggestions, work with each other. If the group is long-standing, you may want to ask about the attrition rate among new members. You're really asking if the group is so "set" that new members have a hard time fitting in. Some groups have a system for welcoming new members in, perhaps a "buddy" or advocate system to get new members introduced. If the group doesn't have such a system you might suggest that one be started, so that potentially valuable members aren't lost. You can tell a lot about the people in a group by how they respond to such a suggestion.

Start a Support Group

Suppose that you visit the support groups on your campus--and none feels right to you. Then what? Start your own.

Prepare and distribute a flyer or poster inviting interested parties to meet with

you to form a new group. Set a date and see who shows up. Or if you've met a couple of other student parents since you arrived on campus, invite them to your home to talk over how a new group might be started. Enlist their help.

The school might provide a meeting place for your support group. Ask at the Student Activities Office or the Counseling Center. Using a place on campus is usually better than someone's home, since people will feel more comfortable going to a public place to meet with new people than to a stranger's house. You can always move later if you want to.

The best support groups start with good planning. Have an agenda for meetings during the first term or two. Let people know what the subject will be, see if you can get guest speakers from around the campus, and decide how much of the meeting will be available for personal discussion and brainstorming solutions to problems. One of the first things you should discuss as a group is sharing leadership responsibilities. You need the resources of this group yourself, which is why you started it. Set up a system to rotate responsibility for setting the meeting agenda, contacting people about changes, leading group discussions, finding speakers, and so on.

Every support group, like any other group, has its ups and downs. There will be periods when you don't feel that the group is productive for you. These are critical periods in a group's development--the group as a whole needs to feel that members can depend on each other, even when things are down. Stick with the group, encourage others to and discuss the issue of low times in group session. Getting through them will make the group doubly useful to you and other members.

"When I look back at how I was after the divorce, I realize how far I've come. I was depressed and terrified to be on my own. I'd never even held down a steady job. I was so timid when I started at the University, I almost gave up a dozen times in those first weeks. Now I think I can handle almost anything."

Single parent students usually start school worried and fearful. That's the usual state of mind, not the exception. And yet many single parent students go on to be successful, although not because they are smarter or more motivated or some kind of Superstudent. People at the University of Utah, which has had a single parent student program for years, say that successful single parent students gradually develop the following qualities during their time in school. Remember that these are modes of action which can be learned through practice, strategies to use in the face of bad luck, hard times, fear and anxiety. Over time, these strategies can work for you.

Determination. Decide that you are going to reach your goals and move past obstacles and frustrations toward them. Courage isn't really absence of fear, but going ahead despite it.

Ability to accept all the help you can get. No single parent student can do it alone. Look to your friends, family, school and community for support. You'll have a lot to give to others when you've reached your goals.

Knowledge of how things work. All schools are to some extent bureaucracies, and bureaucracies usually have both rules which must be followed and room to pursue individual goals. Use patience and persistence to make systems work for you.

Acceptance of the fact that your education will require sacrifices. Most single parent students and their children must put up with a meager standard of living, a reduced social life and few vacations. Keep in mind that the deprivations are part of the road to a better future.

Resourcefulness and organization. These qualities often take time to learn, but planning, budgeting, record keeping and choosing priorities are skills that will come in handy during your student--and your career--experiences.

Flexibility. There will be times when you can change things and times when you can't; times when you must depend on the help of others and times when you can take satisfaction in your self-sufficiency. Temporary dependence on others or on social service benefits can be very positive--a step toward autonomy. The world isn't perfect, but you can still accept the challenge of making your way in it.

Self-esteem. Very few successful single parent students arrive at school with high self-esteem. It is a trait you can develop by accepting challenges and recognizing your own achievements. Self-esteem doesn't cause success. Success causes greater self-esteem.

> "I have no regrets. In fact, I'm glad I did it--if I hadn't, I can't imagine what my life would be like now. Your kids are going to leave at some point. You have to make a life for yourself, too."

APPENDIX

TABLE A
RESOURCES FOR PROSPECTIVE SINGLE PARENT STUDENTS AT WASHINGTON'S PUBLIC COLLEGES AND UNIVERSITIES*

Public Colleges and Universities	Single Parent Student Contact	Admissions Office
Bates Technical College 1101 South Yakima Ave Tacoma, WA 98405-1621 206-596-1500	Student Counseling 206-596-3611	206-596-1524
Bellevue Comm College P.O. Box 92700 Bellevue, WA 98009-6484 206-641-0111	Women's Resource Ctr 206-641-2279	206-641-2222
Bellingham Technical College 3028 Lindbergh Ave Bellingham, WA 98225-1599 206-676-6490	Displaced Homemaker Program 206-676-7765	206-676-6406
Big Bend Comm College 7662 Chanute St Moses Lake, WA 98837-3299 509-762-5351	Women's Resource Ctr 509-762-6220	509-762-6228
Central Washington University Ellensburg, WA 98926 509-963-1111	Women's Resource Ctr 509-963-2127	509-963-3001
Centralia College 600 W Locust St Centralia, WA 98531-4099 206-736-9391	Women's Programs 206-736-9391, Ext 374	206-736-9391
Clark College 1800 E McLoughlin Bv Vancouver, WA 98663 206-694-6521	Women's Center 206-699-0366	206-699-0107
Clover Park Technical College 4500 Steilacoom Blvd SW Tacoma, WA 98499-4098 206-589-5645	Home & Family Programs 206-589-5830	206-589-5543
Columbia Basin College 2600 N 20th Pasco, WA 99301-3397 509-547-0511	Women's Resource Ctr 509-547-0511, Ext 357	509-547-0511

*The two best offices for new and prospective students to contact are listed here. Other good contacts are counseling centers and the offices serving disabled students and students of color.

TABLE A (Page 2)
RESOURCES FOR PROSPECTIVE SINGLE PARENT STUDENTS AT WASHINGTON'S PUBLIC COLLEGES AND UNIVERSITIES

Public Colleges and Universities	Single Parent Student Contact	Admissions Office
Eastern Washington University Cheney, WA 99004 509-359-6200	The Non-Traditional Student Office 509-359-4363	509-359-2397
Edmonds Comm College 2000 68th Ave West Lynnwood, WA 98036 206-640-1500	Women's Programs 206-640-1309	206-640-1372
Everett Comm College 801 Wetmore Ave Everett, WA 98201 206-388-9100	Women's Programs 206-388-9293	206-388-9220
The Evergeen St College Olympia, WA 98505 206-866-6000	Student Advising 206-866-6000 Ext 6560	206-866-6000 Ext 6170
Grays Harbor College 1620 Edward P. Smith Dr. Aberdeen, WA 98520 206-532-9020 1-800-562-4830 (in WA)	Counseling Center 206-532-9020 Ext 221 1-800-562-4830 (in WA)	206-532-9020 1-800-562-4830 (in WA)
Green River Comm College 12401 SE 320th St Auburn, WA 98002 206-833-9111	The Women's Center 206-833-9111 Ext 402	206-833-9111
Highline Comm College PO Box 98000 Des Moines, WA 98198-9800 206-878-3710	Women's Programs 206-878-3710 Ext 340	206-878-3710, Ext 361
Lake WA Technical College 11605 132nd Ave NE Kirkland, WA 98034 206-828-5600	Counseling/Career Center 206-828-5614	206-828-5600
Lower Columbia College PO Box 3010 Longview, WA 98632-0310 206-577-2300	Entry Center 206-577-2311	206-577-2303
North Seattle Comm College 9600 College Way N Seattle, WA 98103 206-527-3600	Women's Programs 206-527-3696	206-527-3663

TABLE A (Page 3)
RESOURCES FOR PROSPECTIVE SINGLE PARENT STUDENTS
AT WASHINGON'S PUBLIC COLLEGES AND UNIVERSITIES

Public Colleges and Universities	Single Parent Student Contact	Admissions Office
Olympic College 1600 Chester Street Bremerton, WA 98310-1699 206-478-4506	Office of Women's Programs 206-478-4798	206-478-4504
Peninsula College 1502 E Lauridsen Blvd Port Angeles, WA 98362 206-452-9277	Re-Entry Center 206-452-9277, Ext 284	206-452-9277
Pierce College 9401 Farwest Drive SW Tacoma, WA 98498-1999 206-964-6500	Dean of Students 206-964-6584	206-964-6501
Renton Technical College 3000 NE 4th Street Renton, WA 98056 206-235-2235	Counseling Center 206-235-5840	206-235-2352
Seattle Central Comm College 1710 Broadway Seattle, WA 98122 206-587-3800	Women's Programs 206-587-3854	206-587-5450
Shoreline Comm College 16101 Greenwood Ave N Seattle, WA 98133 206-546-4101	Office of Women's Programs 206-546-4715	206-546-4621
Skagit Valley College 2405 College Way Mount Vernon, WA 98273 206-428-1261	Women's Programs 206-428-1174	206-428-1197
South Puget Sound Comm Coll 2011 Mottman Road SW Olympia, WA 98502 206-754-7711	Counseling/Career Center 206-754-7711, Ext 261	206-754-7711, Ext 241
South Seattle Comm College 6000 16th Ave SW Seattle, WA 98106-1499 206-764-5300	Registration/Intake Counselor for Women 206-764-5805	206-764-5300
Spokane Comm College N 1810 Greene Street Spokane, WA 99207 509-533-7000	Counseling Center 509-533-7026	509-533-7006

TABLE A (Page 4)
RESOURCES FOR PROSPECTIVE SINGLE PARENT STUDENTS AT WASHINGTON'S PUBLIC COLLEGES AND UNIVERSITIES

Public Colleges and Universities	Single Parent Student Contact	Admissions Office
Spokane Falls Comm College W 3410 Ft George Wright Dr Spokane, WA 99204-5288 509-533-3500	Women's Programs 509-533-3755	509-533-3512
Tacoma Comm College 5900 S 12th Street Tacoma, WA 98465 206-566-5000	Women's Programs 206-566-5122	206-566-5001
Walla Walla Comm College 500 Tausick Way Walla Walla, WA 99362-9267 509-522-2500	Student Support Services 509-527-4258	509-527-4283
University of Washington Seattle, WA 98195-0001 206-543-2100	Student Affairs 206-543-4972	206-543-9686
Washington State University Pullman, WA 99164 509-335-3564	Re-entry Student Program 509-335-7625	509-335-5586
Wenatchee Valley College Wenatchee, WA 98801 509-662-1651	Women's Programs 509-662-2533	509-662-2564
Western Washington University Bellingham, WA 98225 206-650-3000	Student Support Services 206-650-3839	206-650-3440
Whatcom Community College 237 W Kellogg Road Bellingham, WA 98226 206-676-2170	Education Services 206-676-2170 Ext 250	206-676-2170
Yakima Valley Comm College PO Box 1647 Yakima, WA 98907 509-575-2350	Office of Women's Programs 509-575-2915	509-575-2373

Topics to explore with on-campus contacts: child care, housing, transportation, healthcare, admission services, financial aid services, learning resource centers, pre-college refresher courses, tutoring, academic advising, career counseling, services for students of color, disabled student services, job placement services, support groups, recreational and cultural events and non-traditional learning opportunities.

TABLE B
TUITION & FEES AT WASHINGTON'S PUBLIC COLLEGES AND UNIVERSITIES

RESEARCH UNIVERSITIES		**1993-94**	**1992-93**
	Resident Undergraduate	$2,532	$2,907
	Resident Graduate	$3,978	$4,566
	Resident MD/DDS/DVM	$6,480	$7,458
	Nonresident Undergraduate	$7,134	$8,199
	Nonresident Graduate	$9,963	$11,436
	Nonresident MD/DDS/DVM	$16,476	$18,933
COMPREHENSIVE INSTITUTIONS			
CENTRAL WA UNIVERSITY	Resident Undergraduate	$1,971	$2,256
EASTERN WA UNIVERSITY	Resident Graduate	$3,138	$3,606
THE EVERGREEN STATE COLLEGE	Nonresident Undergraduate	$6,948	$7,974
WESTERN WA UNIVERSITY	Nonresident Graduate	$9,537	$10,935
COMMUNITY COLLEGES			
ALL COMMUNITY COLLEGES	Residents	$1,125	$1,296
	Nonresidents	$4,425	$5,094

TABLE C
SAMPLE ADMISSIONS AND FINANCIAL AID DEADLINES
AT WASHINGTON'S PUBLIC COLLEGS AND UNIVERSITIES*

	Fall Admission Application Deadlines	Financial Aid Application Deadlines**
Bates Technical College	Open	None
Bellevue Community College	Dec. 1 to July 31	None
Bellingham Technical College	Open	None
Big Bend Community College	Dec. 1 to Start of Classes	None (May 1 Recommended
Central Washington University	March 1	March 15
Centralia College	Dec. 1 to Start of Classes (Apply early)	April 15
Clark College	Dec. 1 to Start of Classes	April 1
Clover Park Technical College	Open	Aug. 1 Priority
Columbia Basin College	Dec. 1 to Start of Classes; Early Decision	April 1
Eastern Washington University	Feb. 1	Feb. 15 (First Priority)
Edmonds Community College	Dec. 1 to Start of Classes; Early Decision	March 1
Everett Community College	July 1	April 1
The Evergreen State College	March 1	April 15
Grays Harbor College	None. Apply early	May 1
Green River Community College	None. Apply early	April 15
Highline Community College	Dec. 1 to End First Week of Fall	May 2
Lake WA Technical College	Open	May 2
Lower Columbia College	Dec. 1 to Sept. 15 Early Decision	May 2

***Dates are subject to change. Contact the school for current information. Remember that this table is organized for FALL admission.**
****To allow time for processing, the FAFSA should be mailed to the appropriate service at least four weeks prior to the dates in this column.**

TABLE C (Page 2)
SAMPLE ADMISSIONS AND FINANCIAL AID DEADLINES
AT WASHINGTON'S PUBLIC COLLEGES AND UNIVERSITIES

	Fall Admission Application Deadlines	Financial Aid Application Deadlines
North Seattle Community College	Dec. 1 to Start of Classes; Early Decision	April 1
Olympic College	Open	July 1
Peninsula College	None. Apply early	June 1 Priority
Pierce College	Dec. 1 to Start of Classes	April 15 Priority
Renton Technical College	Open	None
Seattle Central Community College	Aug. 20	March 15 Recommended
Shoreline Community College	None. Apply early	April 1
Skagit Valley College	Open. Apply early	May 1 Recommended
South Puget Sound Community College	June 30	Aug. 6
South Seattle Community College	Open. Apply early	May 15 Priority
Spokane Community College	Open on space available basis	March 1
Spokane Falls Community College	Dec. 1 To Last Day to Add Class. Apply early	April 1 Priority
Tacoma Community College	Open. Apply early	May 14
Walla Walla Community College	Open. Apply early	Feb. 15
University of Washington	Feb. 1-new students July 1-transfers	March 1 (After March 1 if funds available)
Washington State University	July 1	March 1 Priority
Wenatchee Valley College	Aug. 1 or until classes close	April 1
Western Washington University	March 1-new students April 1-transfers	Feb. 28 Priority
Whatcom Community College	Open. Apply early	June 1
Yakima Valley Community College	Open. Apply early	May 14

This a list of all the books and manuals mentioned in this guide, and a few more to help you on your way. Check for them in your library, at the student support center on the college campus near you or at the bookstore.

PLANNING

Going to College While Working. Gene R. Hawes. New York, New York: College Board Publications. 1985. College Board Publications, Box 886, New York, New York 10101-0886.

Happier by Degrees. Pam Mendelsohn. Rev. ed. Berkley, California: 10 Speed Press. 1986.

How to Decide: A Guide for Women. Nelle Tumlin Scholz and others. New York, New York: College Board Publications. 1985. College Board Publications. 1985. College Board Publications, Box 886, New York, New York 10101-0886.

Smart Choices: A Woman's Guide to Returning to School. Anne Bianchi. Princeton, New Jersey: Peterson's Guides. 1990.

The Three Boxes of Life and How to Get Out of Them. Richard Bolles. Berkley, California: 10 Speed Press. 1978.

The Washington State HOME Newsletter. P.O. Box 64155, Tacoma, Washington 98464.

Where Do I Go From Here with My Life. John C. Crystal and Richard Bolles. Berkley, California: 10 Speed Press, 1974.

CAREER RESEARCH

Dictionary of Occupational Titles. U.S. Department of Labor, Employment and Training Administration. Washington, D.C.: U.S. Government Printing Office. Available at many libraries.

Occupational Outlook Handbook. U.S. Department of Labor, Bureau of Labor Statistics. Washington, D.C.: U.S. Government Printing Office. Available at many libraries.

Plan for Tomorrow Today: A Guide to Careers/Occupations in Washington State. Free from the Washington State Workforce Training and Education Coordinating Board, Building 17, Airdustrial Park, P.O. Box 43105, Olympia, Washington 98504-3105.

Workforce Development Directory: Workforce Preparation Programs and Services in Washington State. Free from the Workforce Training and Education Coordinating Board, Building 17, Airdustrial Park, P.O. Box 43105, Olympia, Washington 98504-3105.

CHOOSING A SCHOOL

The College Handbook. New York: College Entrance Examination Board. College Board Publications, Box 886, New York, New York 10101-0886. (Updated yearly)

The Higher Education Book. Washington Council on High School-College Relations. Order from Elaine Olsen, Co-Chair, Publications; Aberdeen High School, 414 North I Street, Aberdeen, Washington 98520. (Updated biennially; $5 fee.) Available at Washington's community colleges, at college and university counseling centers, admissions offices and libraries.

Peterson's Guides. Princeton, New Jersey. Many guides, ranging from Four-Year Colleges and Two-Year Colleges to Graduate Programs in Business, Education, Health and Law (and other fields). Peterson's also publishes Peterson's Guide to Colleges with Programs for Learning-Disabled Students. Most are updated annually.

FINANCIAL AID

The College Cost Book. College Entrance Examination Board. College Board Publications, Box 886, New York, New York 10101-0886. (Updated yearly)

Don't Miss Out: The Ambitious Student's Guide to Financial Aid. Robert and Anna Leider, Octameron Associates, Inc., P.O. Box 3437, Alexandria, Virginia 22302. (Updated Yearly)

Financial Aid Handbook: How to Begin. (The Washington State Guide to Financial Aid for Higher Education). Available free from the Higher Education Coordinating Board, 917 Lakeridge Way, P.O. Box 43430, Olympia, Washington 98504-3430, 1-206-753-3571.

The Higher Education Book. Washington Council on High School-College Relations. (See above)

Pacific Northwest Scholarship Options Guide: Finding Money for College. Seattle, Washington: College Planning Network. 3rd ed. College Planning Network, Champion Tower, 914 East Jefferson, Seattle, Washington 98122.

Scholarship Guide and Bibliography: A Guide to Locating and Applying for Postsecondary Scholarships. Free from Student Financial Aid, The

Higher Education Coordinating Board, 917 Lakeridge Way, P.O. Box 43430, Olympia, Washington 98504-3430,1-206-753-3571.

The Student Guide: Financial Aid for the U.S. Department of Education--Grants, Loans, and Workstudy. Free from the Federal Service Aid Information Center, P.O. Box 84, Washington, D.C. 20044 (Updated yearly)

HELPING RESOURCES IN WASHINGTON

Washington State Resource Guide for Community Referral/Transition Services. Updated yearly and available free from the Corrections Clearinghouse, Employment Security Department, 212 Maple Park, Olympia, Washington 98504-5311, 1-206-438-4060.

CAREER PLANNING	
Division of Vocational Rehabilitation	1-800-637-5627
	1-206-438-8644
Workforce Training and Education Coordinating Board	1-206-753-5681
WOIS/The Center Information System	1-206-754-8222
SERVICES AND REFERRALS	
Child Care Resource and Referral Network	1-206-383-1735
Discovery Program (YWCA)	1-206-352-0593
Displaced Homemaker Program	1-206-586-8108
Early Childhood Education and Assistance Program	1-206-753-4106
Food Stamps	1-800-882-5333
Head Start	1-206-586-1365
HOME of Washington State	1-800-765-HOME
Office of Support Enforcement (Child Support)	1-800-442-KIDS
Section 8 Housing	1-206-586-1245
Washington Basic Health Plan	1-800-826-2444
Washington Department of Veterans' Affairs	1-800-562-2308
Washington State Department of Health	1-800-525-0127
Radon Hotline	1-800-323-9727
AIDS Hotline	1-800-272-AIDS
Weatherization	1-206-753-2200
MULTICULTURAL	
Commission on African American Affairs	1-206-753-0127
Commission on Asian Affairs	1-206-753-7053
Commission on Hispanic Affairs	1-206-753-3159
Governor's Office of Indian Affairs	1-206-753-2411
RIGHTS AND RESPONSIBILITIES	
Crime Victim's Assistance	1-800-822-1067
DSHS Office of Equal Opportunity	1-800-521-8060
	1-800-521-8061 TDD
Evergreen Legal Services	1-800-542-0794
Northwest Women's Law Center	1-206-621-7691
US Department of Housing Discrimination Hotline	1-800-669-9777
Washington State Human Rights Commission	1-800-233-3247
Welfare Rights Organization Coalition	1-206-324-3063

ACKNOWLEDGEMENTS

Many thanks to the present and "graduate" single parent students; College and university staff, faculty members and administrators; government program personnel; and staff and volunteers of various organizations who contributed their expertise and time during the creation of this guide.

Thanks to the Women's Resource Center at the University of Utah for permission to use quotations on pages 1, 40, 41, 53, 54, 62, 68, 71. The sections "It Can Be Done" and "You Can Do It" are based on sections of How to Be a Successful Single Parent Student at the University of Utah, as are the Hint on page 52 and the responsibilities listed on page 56.

The interests used to characterize job types on page 8 were adapted from a listing in Plan for Tomorrow Today: A Guide to Careers/Occupations in Washington State, 1990-1991, as were the distinction between "occupation" and "job" (9), information about the WOIS (10) and information about technical colleges (14).

Questions to consider before sharing housing (page 45) were adopted from "Interviewing a Potential Housemate," by Susie Weller, CRISP Program Manager, Spokane.

The quotation about sexual harassment on page 58 came from the revised code of Washington, RCW 49.60. It is quoted in the brochure "Sexual Harassment: What You Can Do About It," available from the Washington State Human Rights Commission.

Thanks to single parent students at Eastern Washington University for permission to use questions on pages 13, 40, 52, 62, 68.

Special thanks to Joli Sandoz, Eleanore Kenny and Judy McKenzie for researching, writing, editing and producing the original edition of **On Your Way** in 1991.

On Your Way has been distributed to the Women's Resource Center or Admissions Office at all Washington public colleges and universities. Please request copies directly from them.

Please send comments and suggestions about **On Your Way** to:

Higher Education Coordinating Board
917 Lakeridge Way
Olympia, Washington 98504-3430

BEST COPY AVAILABLE